

# 2025 Financial Summit

October 29, 2025  
9am to Noon  
Dalney 180

## Agenda

| Topic  | Presenter(s)                |
|--|-----------------------------|
| Administration & Finance Welcome   | Tricia Chastain             |
| Accounts Payable Update  | Jennifer Jacobs             |
| Travel and Expenses Update   | Xinia Richards              |
| Procurement Update   | Jessica Leterle             |
| <b>Break</b>   | <b>10 minutes</b>           |
| Grants & Contracts Update  | Josh Rosenberg              |
| Business Assets Update   | Jerome Wright & Amy Herron  |
| Foreign Gift Reporting   | Macy Fennell                |
| Institute Budget Planning & Administration Update  | Jamie Fernandes             |
| Commitment Accounting Update   | Jason Cole                  |
| <b>Break</b>   | <b>10 minutes</b>           |
| Bursar Update  | Curlyne Andrew & Trina Hall |
| Unified ERP Update   | Jennifer Bentson            |
| Financial Compliance Update  | Amry Leroux                 |
| Federal Government Shutdown  | Kim Toatley                 |
| <p>Slides, Q&amp;A, and Recording will be posted at <a href="https://controller.gatech.edu/financial-summit">https://controller.gatech.edu/financial-summit</a><br/>           Email any follow-up questions to <a href="mailto:fy.review@gatech.edu">fy.review@gatech.edu</a></p> |                             |

# Administration & Finance Welcome

Tricia Chastain, Executive Vice President for Administration and Finance, Chief Business Officer



# Accounts Payable Update

Jennifer Jacobs, Accounts Payable Manager

# Submission of Invoices Check List

- Invoices should be submitted promptly upon the completion of services or delivery of goods.
- All criteria must be met before submission.
  - ✓ Send all invoices to [apinvoices@gatech.edu](mailto:apinvoices@gatech.edu)
  - ✓ Attachments must be an **Invoice**– proforma's, quotes, estimates, POs etc. are not valid.
  - ✓ First Time Submission Only. Please do not resubmit as this will delay processing.
  - ✓ PDF format only. Clickable links will not be accepted.
  - ✓ Valid Georgia Tech PO Number (PO-xxxxxxx) referenced on invoice.
  - ✓ One invoice per email. Multiple invoices need to be submitted as individual attachments on separate emails.
- Statement Submission
  - Statements can submitted electronically in Excel format via ServiceNow or via [apinvoices@gatech.edu](mailto:apinvoices@gatech.edu)

# Submission of Invoices

| Processed By                       | Method   |
|------------------------------------|--|
| Processed by GIT AP                | <a href="mailto:apinvoices@gatech.edu">apinvoices@gatech.edu</a>                     |
| Processed by Athletics (GTAA)      | <a href="mailto:ap@athletics.gatech.edu">ap@athletics.gatech.edu</a>                 |
| Office Of Sponsored Programs (OSP) | <a href="mailto:ospinvoices@osp.gatech.edu">ospinvoices@osp.gatech.edu</a>           |
| Facilities                         | <a href="mailto:gtfacinvoice-noreply@gatech.edu">gtfacinvoice-noreply@gatech.edu</a> |
| GT Foundation (GTF)                | Submit directly via Fusion   |

# How do I know if my invoice has a problem?

- Campus Users will be able to see all invoices in their department that have an issue by running the report “Find Problem Invoices By Organization-CR”

We have training resources below:

- [Knowledge Article: https://gatech.servicenow.com/asc?id=kb\\_article\\_view&sysparm\\_article=KB0043944](https://gatech.servicenow.com/asc?id=kb_article_view&sysparm_article=KB0043944)
- <https://procurement.gatech.edu/payables/training>

# Find Problem Invoices by Organization- CR

The screenshot shows a web application interface with a modal window titled "Find Problem Invoices by Organization - CR". The modal has a close button (X) in the top right corner. Inside the modal, there is a link "View Report Definition". Below this, the instructions state: "Please enter your 3-digit Department number". There are three input fields: "Dept Number / WQ Tags" (containing "Dept 250 - ME"), "WD Inv Number", and "Supplier's Inv Number". At the bottom of the modal are "OK" and "Cancel" buttons. The background shows a sidebar with a search bar containing "find problem invoices" and a list of reports under the "Expenses" and "Tasks and Reports" sections.

Find Problem Invoices by Organization - CR

[View Report Definition](#)

Instructions Please enter your 3-digit Department number

Dept Number / WQ Tags

WD Inv Number

Supplier's Inv Number

OK Cancel



# Find Problem Invoices by Organization- CR

## Find Problem Invoices by Organization - CR



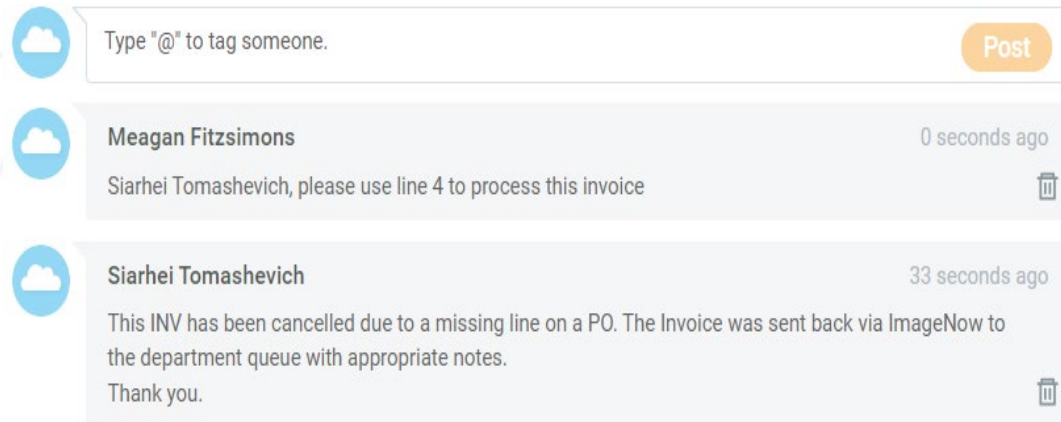
Dept Number / WQ Tags Dept 250 - ME

77 items

| Problem Code                      | Dept          | Cost Centers (may just be a placeholder)                    | WD Invoice Number                        | Supplier's Invoice Number | Supplier                                       | PO(s) linked to Invoice | OCR Suggested POs | Linked Requisitions |
|-----------------------------------|---------------|---|--|---------------------------|--|-------------------------|-------------------|---------------------|
| Problem - GRANT EXPIRED           | Dept 250 - ME | CC000111 EI2 VentureLab Operations                          | Supplier Invoice: INV-1719873            | 11621328                  | Rockler Companies Inc                          | PO-5401294              |                   | RQ-1425417          |
| Waiting on Supplier Change Update | Dept 250 - ME | CC000213 GTMI - Georgia Tech Manufacturing Institute        | Supplier Invoice: INV-1805960            | 1300110008458             | General Electric Company dba GE Additive       | PO-5404101              | PO-5404101        | RQ-1401437          |
|                                   | Dept 250 - ME | CC000259 GWW-ME - George W. Woodruff Mechanical Engineering | Supplier Invoice Adjustment: INV-1756880 | YS00/6655173307           | Nalco an Ecolab Company                        | PO-5239491              | PO-5239491        | RQ-1248764          |
| Problem - GRANT EXPIRED           | Dept 250 - ME | CC000259 GWW-ME - George W. Woodruff Mechanical Engineering | Supplier Invoice Adjustment: INV-1821743 | 1HQJ-4LR4-9YMR            | Amazon Capital Svcs dba Amazon Business        | PO-5184439              |                   | RQ-1188412          |
| Problem - GRANT EXPIRED           | Dept 250 - ME | CC000259 GWW-ME - George W. Woodruff Mechanical Engineering | Supplier Invoice: INV-1777249            | 9150987968                | Airgas USA LLC dba Airgas National Carbonation | PO-5427927              | PO-5427927        | RQ-1454742          |

# Invoices in Draft

## Activity (2)



The screenshot shows the 'Activity (2)' section of a Workday interface. It contains two messages, each preceded by a blue circular icon with a white cloud. The first message is from 'Meagan Fitzsimons' and says 'Siarhei Tomashevich, please use line 4 to process this invoice'. The second message is from 'Siarhei Tomashevich' and says 'This INV has been cancelled due to a missing line on a PO. The Invoice was sent back via ImageNow to the department queue with appropriate notes. Thank you.' Both messages have a timestamp and a trash icon. A 'Post' button is visible at the top right of the activity feed.

Type "@" to tag someone. Post

**Meagan Fitzsimons** 0 seconds ago  
Siarhei Tomashevich, please use line 4 to process this invoice

**Siarhei Tomashevich** 33 seconds ago  
This INV has been cancelled due to a missing line on a PO. The Invoice was sent back via ImageNow to the department queue with appropriate notes.  
Thank you.

- Departments will be able to communicate directly with Accounts Payable by utilizing the Activity field at the bottom of the Workday Invoice screen.
- Any relevant notes can be typed into the Activity field. For specific notifications utilizing the "@" symbol followed by the individual's name (similar to tagging in Teams).
- **AP will tag the requisition requestor,** who will receive the message as a Workday Notification, accessible by clicking the "bell" icon at the top right of the Workday screen.

# Why is my invoice not paid?

- ✓ Was the invoice sent to [apinvoices@gatech.edu](mailto:apinvoices@gatech.edu)?
- ✓ Was the invoice submitted in PDF format?
- ✓ Did the email have multiple files?
- ✓ Did you review the activity notes in Workday?
- ✓ Is a valid PO listed on your invoice?
- ✓ Is your invoice in match exception?
  - ☐ Does the PO have sufficient funds
  - ☐ Was a receipt entered?
- ✓ Still have questions? Submit a ticket via [ServiceNow](#)

# Invoices in Match Exception

- Match Exception report is sent weekly to the Requisition request
- Departments can use “Supplier Invoices in Match Exception – CR” report in Workday to review.
  - Research by Cost Center
  - Research by PO's with multiple invoices keyed on the PO lines
  - Search by PO # to view the status of all invoices associated with the PO
- If one invoice is in exception due to a receipt or change order, it will show all other invoices affected.

## **Action Steps:**

- Create change order to increase funds
- Create receipts
  - The Bot will create a receipt automatically. This process is ran daily
  - End-users can still create receipts manually

# Accounts Payable Training

- To access the training, navigate to <https://b.gatech.edu/genius>
  - Encouraged for all new employees
  - A refresher for current employees



Scan QR code for additional  
Payables information  
(*may require login*)





# Travel and Expenses Update

Xinia Richards, Travel and Expense Manager

# Mandatory Use of Travel Inc. for Airfare Bookings



## Effective May 15, 2025

All campus units are required to book airfare through Travel Inc., Georgia Tech's contracted travel management company, regardless of the funding source.

This change addresses audit findings and ensures compliance with the University System of Georgia (USG) Business Procedures Manual. Other benefits of this requirement include:

- Compliance with Georgia Tech, State Accounting Office (SAO) and USG travel policies.
- Access to exclusive airfare discounts.
- Improved audit readiness and risk management through traceable bookings.

# General Spend Authorizations Guidelines

- Are required for all employee travel outside of GA or home location.
- Must be linked to the Expense Report.
- Expense report should be marked as final, if no further expenses are expected.
- Mass Close: Spend Authorizations are closed 60 days after travel end date.
- New Travel Compliance Questionnaire:
  - Personal travel
  - Higher class airfare
  - Timely airfare booking
  - Timely submission of SA

# Temporary Spend Authorizations Guidelines

**Due to the current federal government shutdown, only essential travel is authorized until further notice.**

Essential Travel is limited to:

1. Research or business meetings that cannot be conducted virtually
2. Projects or work that are time-sensitive with fixed deadlines

Travel Authorization Requirements (Effective Immediately)

- **All domestic travel (50 miles or greater)** requires a **Spend Authorization** in Workday prior to travel.
- **Recurring in-state travel** (only) may be submitted under **one Spend Authorization** valid for up to **30 days**.
- Essential Travel Questionnaire is required for **all Spend Authorizations of \$500 or greater** (in-state and out-of-state)
- Spend Authorization will automatically route for **review and approval** by F&P Leadership.



# Expense Reports



## Submission Timeline

- Submit within **10 days** of completing the event/trip.
- Final deadline: **45 calendar days** after completion.
- More than 60 calendar days after completion of the event/trip, IF reimbursed, may be considered **taxable income** per the IRS.

## Receipt Requirements

- Provide **itemized receipts** for expenses over **\$25**.
- Each expense must be reported on **separate lines**.

## Additional Documentation

- Attach a **PDF copy of the agenda** for conference related expenses.



# Expense Reports

Expense date should match date expense was incurred, *except*:

- **Lodging Expense** should reflect the check-out date.
- **Airfare Expense** should reflect the return flight/date.
- **Toll Fees** should reflect the date the toll was incurred within the trip.
- **Conference Registration** should reflect the last day of the conference. If paid in advance, should reflect the date the expense was incurred/paid.



# Common reasons for delays

- ☐ Missing Supporting Documentation:
  - ☐ Itemized receipts/ Proof of payment
  - ☐ Conference agenda PDF (Links are not acceptable)
  - ☐ Spend Auth (Out of State Travel)
  - ☐ Cost comparison
  - ☐ Justification of the expense
- ☐ Incorrect Expense Items
  - ☐ Dates
  - ☐ \$ Amounts
  - ☐ Expense Item selection

Still have questions? Submit a ticket via [Expenses](#)

# Expenses Hub

**Expenses Hub** |+

**Overview**

Expense Reports

Expense Transactions

Spend Authorizations

Travel Profile

Payment Elections

**Suggested Links** ^

Find Spend Authorizatio...

Find Expense Reports b...

Campus Reporting Dash...

Create Spend Authorizat...

Create Expense Report f...

**Updated Travel Policy**

IMPORTANT: Effective immediately, Travel Inc must be used for airfare bookings. [Read More](#)

**Submit Expenses Timely**

Remember to submit expenses for reimbursement within 10 days after an event or trip, but no later... [Read More](#)

**New Way to Submit Expenses**

Did you know there's an easy way to send expense receipts to Workday?

**Share with Workday Mobile App**

Upload photos of receipts from your device using the Workday mobile app for iOS or Android

**Tasks**

Create Expense Report

Create Spend Authorization

## Expenses Hub (Workday)

- Access all related T&E tasks and commonly used links in one place.
- Path: Left **Menu** → **Personal** → **Expenses Hub**

# Mobile Expense

## 1. Download the Workday App

- Organization ID: **GATech**
- Login with your **GT ID**

## 2. Initiate Report

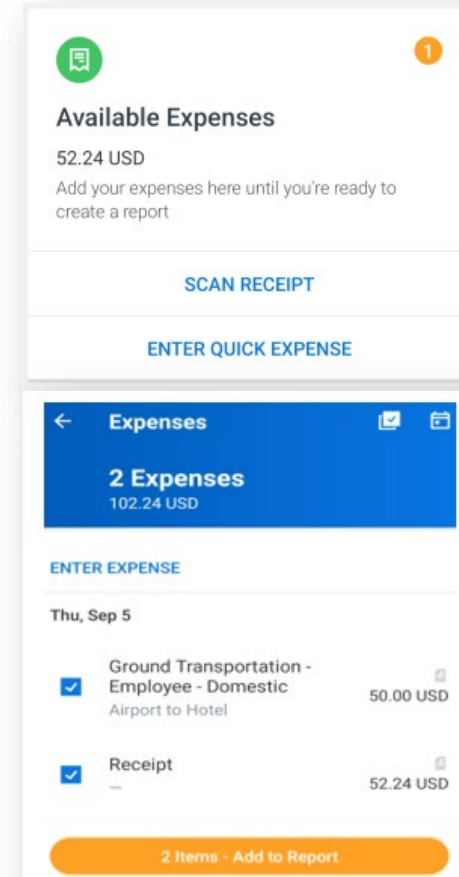
- Select **Expenses** to start your report.
- Use **Scan Receipt** to autofill receipt details.
- Select **Enter Quick Expense** to add a new entry manually.

## 3. Add to Report

- After completing each entry, choose **Add to Report**.

## 4. Create New Report

- **Link Spend Authorization**
- **Review Each Expense Line**
- **Add Receipts** or other details
- **Submit Expense Report**



# Travel & Expense Resources

Travel Website includes policy, news articles, forms, and more!  
Scan QR code for more details (*may require login*)



- The Fundamentals of Travel training is under construction. The redesign is scheduled to launch early 2026.

In the interim, please utilize the following resources:

- [Travel Policies and Procedures](#).
- [Travel Resources](#) including the *Know Before You Go!* one-pagers.
- [Travel and Expense FAQs](#).
- Travel and Expense [Knowledge Articles](#)



# Travel & Expense Contact Information

- Expenses Team
  - ServiceNow – [Expenses](#)
  - [Virtual Office Hours](#)
- Travel Inc.
  - By Email
    - Single Request Needs: [gatech@travelinc.com](mailto:gatech@travelinc.com)
    - Group Travel Needs: [gtpcorporate@travelinc.com](mailto:gtpcorporate@travelinc.com)
  - By Phone
    - From 8:30 AM to 5:30 PM: 770- 291-5190
    - After Hours: 877- 548- 2996



# Pre-Winter AP & Travel Deadlines

| Calendar Year-End Schedule                         |           |                                |
|--|-----------|--------------------------------|
| Invoices, SIR's, Ad Hoc payments & Expense Reports | Friday,   | December 5, 2025, at 5:00 pm   |
| All rush payment requests must be received         | Friday,   | December 12, 2025, at 4:00 pm  |
| Final AP settlement run for checks                 | Thursday, | December 18, 2025, at 5:00 pm  |
| Final AP settlement run for ACH and EFT            | Friday,   | December 19, 2025, at 5:00 pm  |
| Wire Transfer requests                             | Friday,   | December 19, 2025, at 12:00 pm |
| All 'pick up' checks                               | Friday,   | December 19, 2025, by 12:00 pm |



# Pre-Winter AP & Travel Deadlines

- All invoices, Supplier Invoice Request(SIR's), Ad Hoc payments & Expense Reports are to be submitted to Accounts Payable by **Friday December 5, 2025, at 5pm** in order to be processed before winter break:
  - Supplier Invoice Requests (SIR's) should have required supporting documentation
  - Supplier Invoices (must have a valid PO#)
    - Receipts entered on PO's
    - Change orders entered & fully approved
  - Expense Reports must be fully approved and awaiting Expense Partner's Approval

# Program Advances Requests

- AP Accounting assists with advance requests related to:
  - IRB approved research studies
  - Study Abroad Programs
- Requests are made via submission of a Spend Authorization.
- Select “GT Program Advances” for Business Purpose and select cash advance check box to ensure proper routing for AP review and approval.
- Provide supporting documentation for all requests.
- Expense Report are to be submitted within 10 days of the end date.
- Any unused funds must be repaid to Georgia Tech via check payment.

Scan for more details



# Program Advance Spend Categories

| Expense Item                          | Expense Item categorized by Spend Category                     |
|---------------------------------------|--|
| Grant Research Participation Payment  | SC751116 - Grant Participant Support - Other                   |
| Research Participation Payment        | SC751113 - Services - Participant Payment                      |
| Study Abroad - Airfare                | SC727100 - Other Operating Expense                             |
| Study Abroad - Baggage Fee            | SC727100 - Other Operating Expense                             |
| Study Abroad - Car Rental             | SC719102 - Rental - Vehicles                                   |
| Study Abroad - Ground Transportation  | SC727100 - Other Operating Expense                             |
| Study Abroad - Insurance Expense      | SC720100 - Insurance And Bonding                               |
| Study Abroad - Laundry Expense        | SC727100 - Other Operating Expense                             |
| Study Abroad - Lodging Expense        | SC719104 - Rental - Meeting and Hotel Rooms                    |
| Study Abroad - Meals                  | SC727730 - Groups Meals - Students                             |
| Study Abroad - Misc Expense           | SC727100 - Other Operating Expense                             |
| Study Abroad - Parking Expense        | SC727100 - Other Operating Expense                             |
| Study Abroad - Postage/Shipping       | SC714110 - Supplies and Materials - Postage / Mailing Services |
| Study Abroad - Supplies and Materials | SC714100 - Supplies and Materials                              |
| Study Abroad - Travel Agency Fees     | SC727100 - Other Operating Expense                             |
| Study Abroad -Public Transportation   | SC727100 - Other Operating Expense                             |





# Procurement Update

Jessica Leterle, Procurement Manager

# Tariffs



## Pass Through Tariffs vs Tariffs Imposed at Import

- What is allowable?
  - GT is not legally liable if not the importer of record
  - Check with Procurement to see if contracted purchases allow for tariffs
- Seek domestic suppliers to save on costs
- When is it a business decision?
  - If a good is critical to your business and no domestic supplier is found, it is a business decision to proceed with the added costs of a tariff.
  - If the decision is made that a good including a tariff is necessary for business, a line must be included on the requisition for AP to process invoices. Please use SC727114 (Supplier Tariff Charge) on these lines.
  - Tariff Letter – if a supplier invoice has tariffs that were not include on the original quote/requisition, AP is sending them a letter to dispute our responsibility to pay them.

## Exemption Form Process/Eligibility

- Scientific/Educational Equipment (ITA-338P)
- GT must be the importer of record
- Exemption must be requested in advance of shipment



# Unauthorized Purchases

An unauthorized purchase is defined as a purchase where there a PO should have been issued in advance of goods or services being delivered. A PO is required for all purchases over \$2500 according to SAO policy.

**In FY25, there were close to \$3M in unauthorized purchases.**



## Mitigation Strategy

### Unauthorized Purchase Form

Written explanation with Leadership approvals. This form is used for audit purposes and for tracking.

### Mandatory Training for Violators

Cost centers that have \$100k or more in unauthorized purchase orders or 5 or more months with an unauthorized transaction, training will be required for all persons in the requisition workflow (initiator, rq reviewer, cost center manager, designated manager)

GT Procurement will offer 4 - one hour in person trainings during Jan/Feb 2026. These will take place on different days and times to accommodate schedules. Participants will only need to attend one instance.

# Training Resources



**Workday Procurement**  
| Ongoing  
199616 seats available

Course will cover the Workday procurement process

Info

Register



**Procurement Policies and Procedures**  
On-Demand Online | Ongoing  
99999738 seats available

Info

Register

## ONLINE TRAINING

Your best resource! Available on Genius.

## Knowledge Articles

[gatech.service-now.com/financials](https://gatech.service-now.com/financials)

Article

### Change Order Request

Overview The Change Order Requisition process is used to request changes to...

8mo ago

Article

### Receipt

Overview Create a receipt to acknowledge that the goods or services from purchase...

8mo ago

Article

### Requisition - Request Non-Catalog Items

Overview This process can be initiated by any employee to request goods and services. As...

8mo ago

Article

### Close Open Purchase Order

Closing Individual Purchase Orders When a Purchase Order has a remaining balance an...

8mo ago

Article

### Requisition - Request Catalog Items

Overview This process can be initiated by any employee to request goods and services. As...

8mo ago

Article

### Submitting an Invoice for Bill-Only Requisition

How do you submit an invoice on a bill-only requisition?

8mo ago

# Financials Administration Support

Type your question - Ex: "How do I create an expense report?"



## Known Issues

Defects • Errors • Status

## Workday Tips & Tricks

[Read All Tips & Tricks »](#)

## Financials Questions?

### Request Help

Answer a few questions  
and we'll handle the rest.

[Start »](#)

### Call Us

Speak with a financials  
expert.

[404-385-5555 »](#)

### Workday

Audit • Report • Planning

### Adaptive Planning

Access • Reports • Sheets/Models

### Expenses

Travel and Expenses

### Procurement

eProcurement • BuzzMart

### Financial Accounting

General Ledger • Accounting

### PCard

Procurement Card Services

### Grants

Manage • Award Lifecycle • Deltek

### Business Assets

Asset Mgmt • Surplus • Logistics



# Questions ?







**Break – 10 minutes**

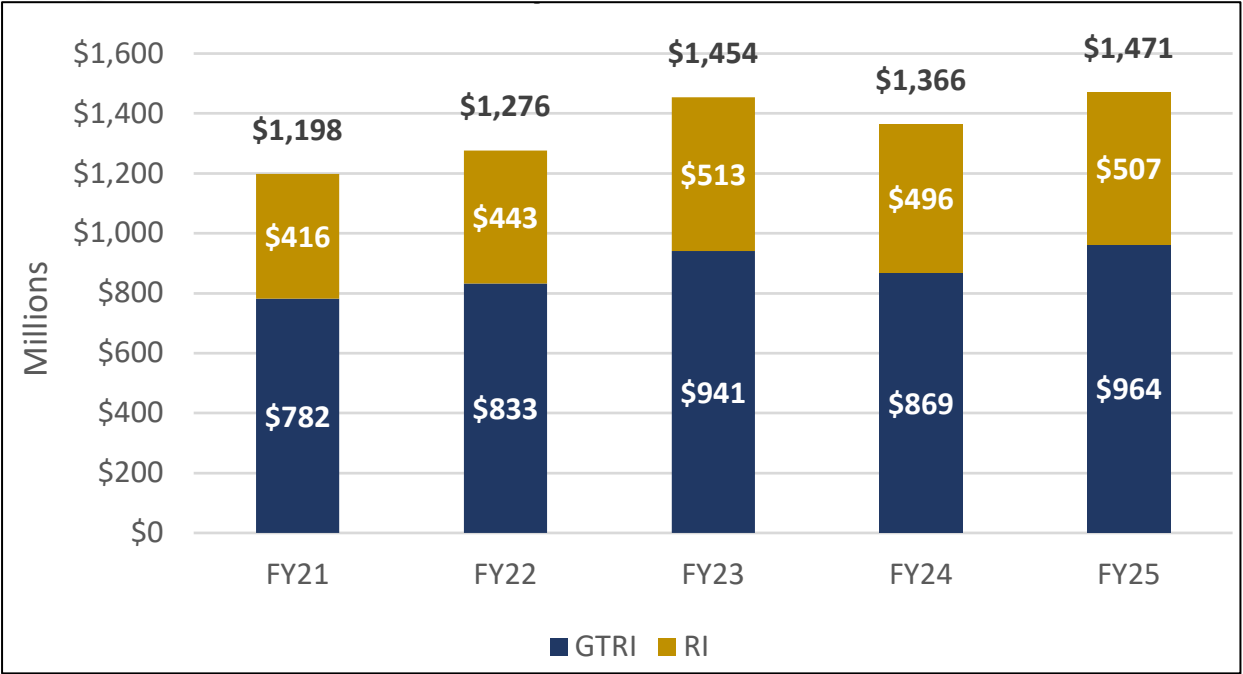


# Grants & Contracts Update

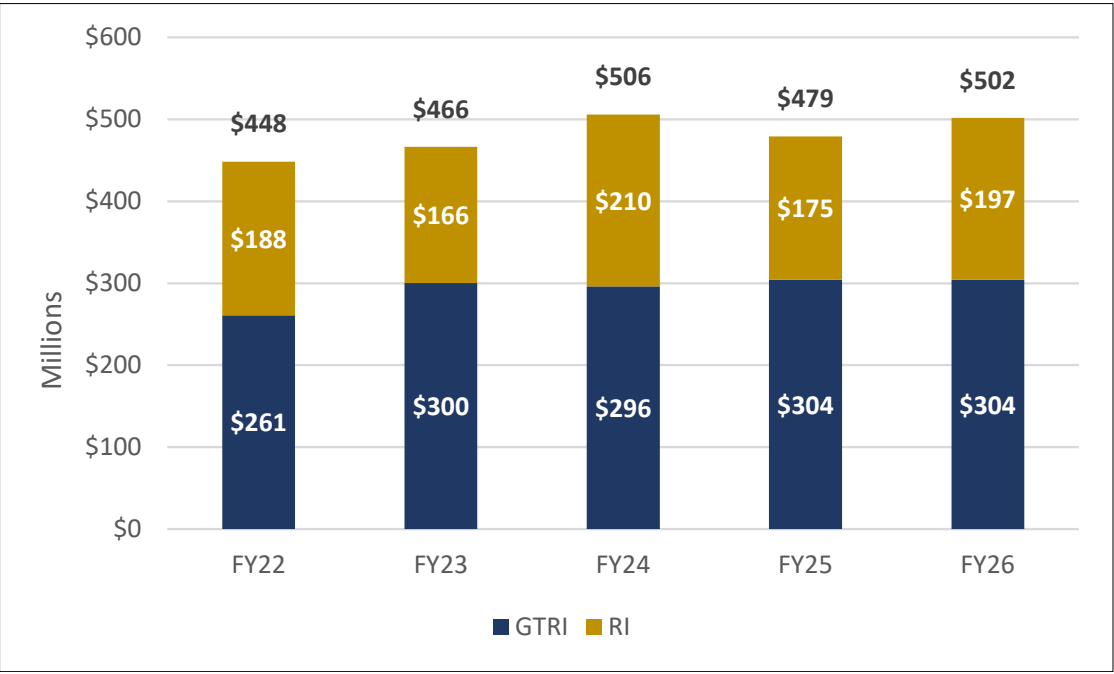
Josh Rosenberg, Executive Director

# Research Statistics

*Annual Sponsored Awards  
(FY21 – FY25)*



*Fiscal YTD Sponsored Awards  
(through September)*



# F&A and Fringe Benefit Rates

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## Section I: RATES - TYPE:                      PREDETERMINED (PRED)

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### F&A Rates:

| <u>TYPE</u> | <u>FROM</u> | <u>TO</u> | <u>RATE</u> | <u>BASE</u> | <u>APPLICABLE TO</u>       | <u>LOCATION</u> |
|-------------|-------------|-----------|-------------|-------------|----------------------------|-----------------|
| Pred        | 7/1/2025    | 6/30/2027 | 57.4%       | (a)         | Organized Research (1)     | On Campus       |
| Pred        | 7/1/2025    | 6/30/2027 | 26.0%       | (a)         | Organized Research (1)     | Off Campus      |
| Pred        | 7/1/2025    | 6/30/2027 | 66.5%       | (a)         | Organized Research (2)     | On Campus       |
| Pred        | 7/1/2025    | 6/30/2027 | 35.2%       | (a)         | Organized Research (2)     | Off Campus      |
| Pred        | 7/1/2025    | 6/30/2027 | 36.7%       | (a)         | Other Sponsored Activities | On Campus       |
| Pred        | 7/1/2025    | 6/30/2027 | 52.8%       | (a)         | Sponsored Instruction      | On Campus       |

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## SECTION I: RATES – TYPE FIXED

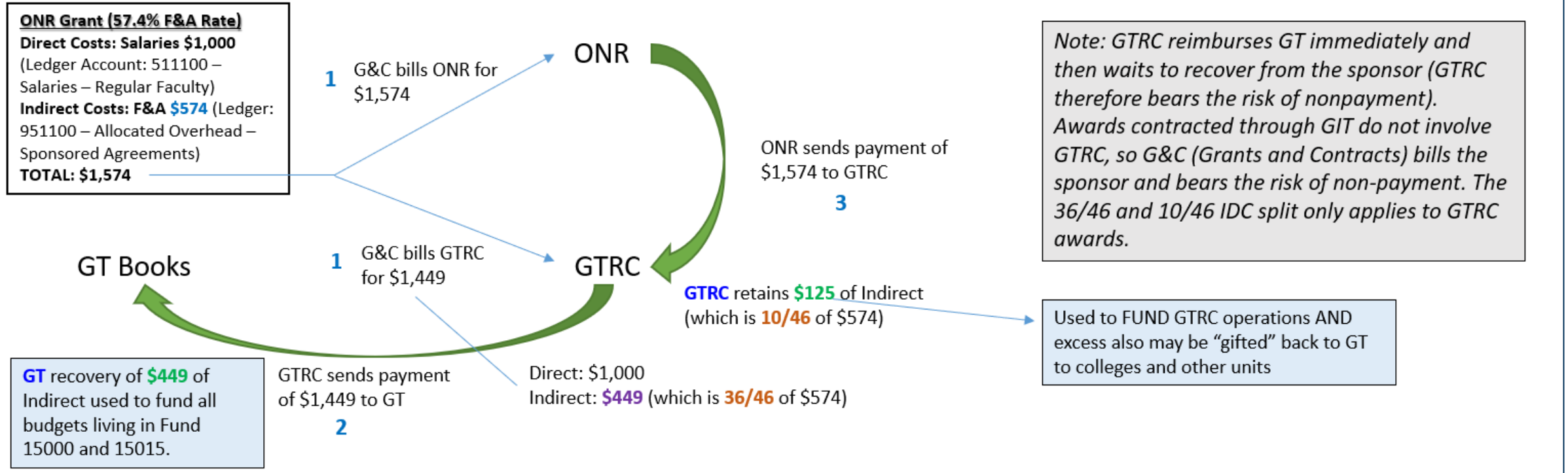
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### Fringe Benefits Rates:

| <u>TYPE</u> | <u>FROM</u> | <u>TO</u> | <u>RATE</u> | <u>BASE</u> | <u>APPLICABLE TO</u> | <u>LOCATION</u> |
|-------------|-------------|-----------|-------------|-------------|----------------------|-----------------|
| Fixed       | 07/01/25    | 06/30/26  | 33.4%       | (a)         | Full Benefits        | RI*             |
| Fixed       | 07/01/25    | 06/30/26  | 24.5%       | (b)         | Limited Benefits     | RI              |
| Fixed       | 07/01/25    | 06/30/26  | 1.4%        | (c)         | Partial Benefits     | RI              |
| Fixed       | 07/01/25    | 06/30/26  | 7.3%        | (d)         | Grad Student Health  | RI              |

# Cash Management

## GT Resident Instruction Indirect Cost Analysis



### How cash flows at GT for sponsored funds:

- Georgia Tech (GT) incurs the costs to support sponsored activity (salaries, fringe, M&S, travel, etc.).
- Grants and Contracts (G&C) produces two invoices for the same expenses: one goes to the sponsor and the other goes to the Georgia Tech Research Corporation (GTRC).
- Each month, except for a small portion of retained indirects by GTRC, GT is made “whole” by GTRC. Meanwhile, GTRC waits to collect from our sponsors.
- What hurts our cash balance? **Expenditures over budget (we can’t bill for these), unmet cost share, unallowable expenses, floating cash.**



# General Best Practices for Award Management:

## Things to Remember:

- Manage your award like you (should) manage your bank account/credit cards:
  - Check regularly
  - Question things that don't make sense or are missing
  - Look at who is charged to your award
  - Manage DURING the period of performance (POP)
  - Don't overspend
- Certify your effort and respond to G&C requests timely
- Manage and meet your cost share
- We cannot bill for charges:
  - That are not on the award
  - That are over the budget established for the award
  - When cost sharing requirements have not been met
  - Outside of the POP
- Manage your **exception situations**:
  - Award Exception Report
  - Grant Exception Report
  - Cost Share Exception Report
  - Awards and Grants Missing PIs
  - Open Obligations on Grant Lines in Close Out Status
  - Charges Past the Award End Date
  - No Activity Awards – 90 Days Post Activation

| Award Exceptions (Overspent) as of Oct. 1, 2025          |                    |                     |                     | Award ID Counts |            |
|--|--------------------|---------------------|---------------------|-----------------|------------|
| Department   | Past-term          | In-Performance      | Available Balance   | 1-Oct           | 2-Sep      |
| Center for Research into Novel Comping Hierarchies       | (469,378)          |                     | (469,378)           | 1               | 1          |
| Institute for Bioengineering & Bioscience                | (296,067)          | (59,807)            | (355,874)           | 13              | 12         |
| Institute for Matter & Systems                           | (233,469)          |                     | (233,469)           | 4               | 1          |
| Materials Science and Engineering                        | (225,907)          | (1,703,880)         | (1,929,787)         | 24              | 21         |
| Chemical and Biomolecular Engineering                    | (144,775)          | (747,449)           | (892,225)           | 24              | 28         |
| Mechanical Engineering                                   | (108,006)          | (682,770)           | (790,776)           | 32              | 37         |
| Electrical and Computer Engineering                      | (101,645)          | (957,148)           | (1,058,792)         | 46              | 56         |
| GT/Emory Biomedical Engineering                          | (95,578)           | (961,941)           | (1,057,519)         | 34              | 34         |
| Chemistry and Biochemistry                               | (49,049)           | (1,094,539)         | (1,143,588)         | 20              | 23         |
| Aerospace Engineering                                    | (47,423)           | (1,201,163)         | (1,248,585)         | 36              | 33         |
| Earth And Atmospheric Sciences                           | (39,812)           | (329,545)           | (369,357)           | 12              | 12         |
| Civil And Environmental Engineering                      | (38,945)           | (45,996)            | (84,941)            | 9               | 11         |
| Mathematics  | (36,599)           | (40,415)            | (77,014)            | 4               | 5          |
| School of Interactive Computing                          | (32,239)           | (228,592)           | (260,831)           | 9               | 8          |
| Center for Assistive Technology and Environmental Access | (26,699)           |                     | (26,699)            | 1               | 0          |
| <b>Grand Total</b>                                       | <b>(1,985,238)</b> | <b>(47,777,665)</b> | <b>(49,762,903)</b> | <b>346</b>      | <b>384</b> |

## Reports to review monthly:

- SABER Suite
- PI Award Health Check
- Sponsored Billing Activity (in CIS)
- Grants & Contracts Ad Hoc Salary Expenditure Details & Encumbrances Details

# Effort and ASRs

- ASR LITE Reports:
  - **Annual Statement of Reasonableness ASR Statistics** – used to track progress on ASR certifications at the college, departmental, and employee levels.
  - **ASR (Effort Reports) for Off-boarding Employees and Prior Year Cost Transfer** – identifies graduating students and non-student employees who are terminating and have effort charged to sponsored funding sources. Generates ASR reports for the current fiscal year that include encumbrances and unsigned reports from previous years.

| ASR Statistics (a/o 10.27.25) - LITE |        |                                    |
|--------------------------------------|--------|------------------------------------|
| 6,401                                |        | Total Forms                        |
| 6,119                                | 95.59% | Completed (Steps 1 and 2)          |
| 46                                   | 0.72%  | Step 1 Done, Awaiting UFM          |
| 6,165                                | 96.31% | At Least Step 1 Done (Goal: 6,081) |
| 236                                  | 3.69%  | Not Started (Uncertified)          |

# Travel

- Travel costs must be allowable on an award
- Cost – Benefit Relationship: if a sponsor is incurring the cost, they should be benefitting from it.
- Defend the spend: 5Ws (who, what, where, when, why)
- Best practice is if you are charging travel costs to a sponsored award, your effort should be reflected on that award within the period of performance (and as close to the dates of travel as possible).

# Monthly Outreach

Our website: [Grants.gatech.edu](https://grants.gatech.edu)

## Upcoming Events

### The Latest Buzz with G&C Accounting

G&C hosts a monthly information session to provide post award research news and updates to the Georgia Tech research community.



#### Next session (Virtual):

November 18, 2025 (Tuesday)  
11 a.m. - 12:30 p.m.

[Register](#)

[View Past Session Recordings](#)

### G&C Office Hours

The Project Accounting Management Team hosts monthly, virtual "Office Hours" for campus. Anyone is welcome to join and ask questions on the last Monday of each month, between 10:00am and 11:00am.



#### Next office hours:

November 24, 2025 (Monday)  
10 - 11 a.m.

[Learn More](#)

## PI Articles

[\*PI Article – Cost Reimbursable versus Firm Fixed Price Awards.\*](#) (September, 2025) ([PDF Download](#))

[\*PI Article – Revisiting Indirect Cost Rates.\*](#) (August, 2025) ([PDF Download](#))

[\*PI Article – eRouting at Georgia Tech.\*](#) (July, 2025) ([PDF Download](#))

[\*PI Article – Understanding GTRC and GTARC.\*](#) (June, 2025) ([PDF Download](#))

[\*PI Article – The PI Award Health Check Report.\*](#) (May, 2025) ([PDF Download](#))

[\*PI Article – Appreciation for Our Research Community.\*](#) (April, 2025) ([PDF Download](#))

[\*PI Article – Advance Project Numbers \(APN\).\*](#) (March, 2025) ([PDF Download](#))

[\*PI Article – Suddenly, Indirect Costs are Interesting!\*](#) (February, 2025) ([PDF Download](#))

[\*PI ARTICLE: Subaward Close Outs.\*](#) (January, 2025) ([PDF Download](#))

[\*PI ARTICLE: Award Setup Management and Strategy.\*](#) (December, 2024) ([PDF Download](#))

[\*PI ARTICLE: NSF Program Income.\*](#) (November, 2024) ([PDF Download](#))

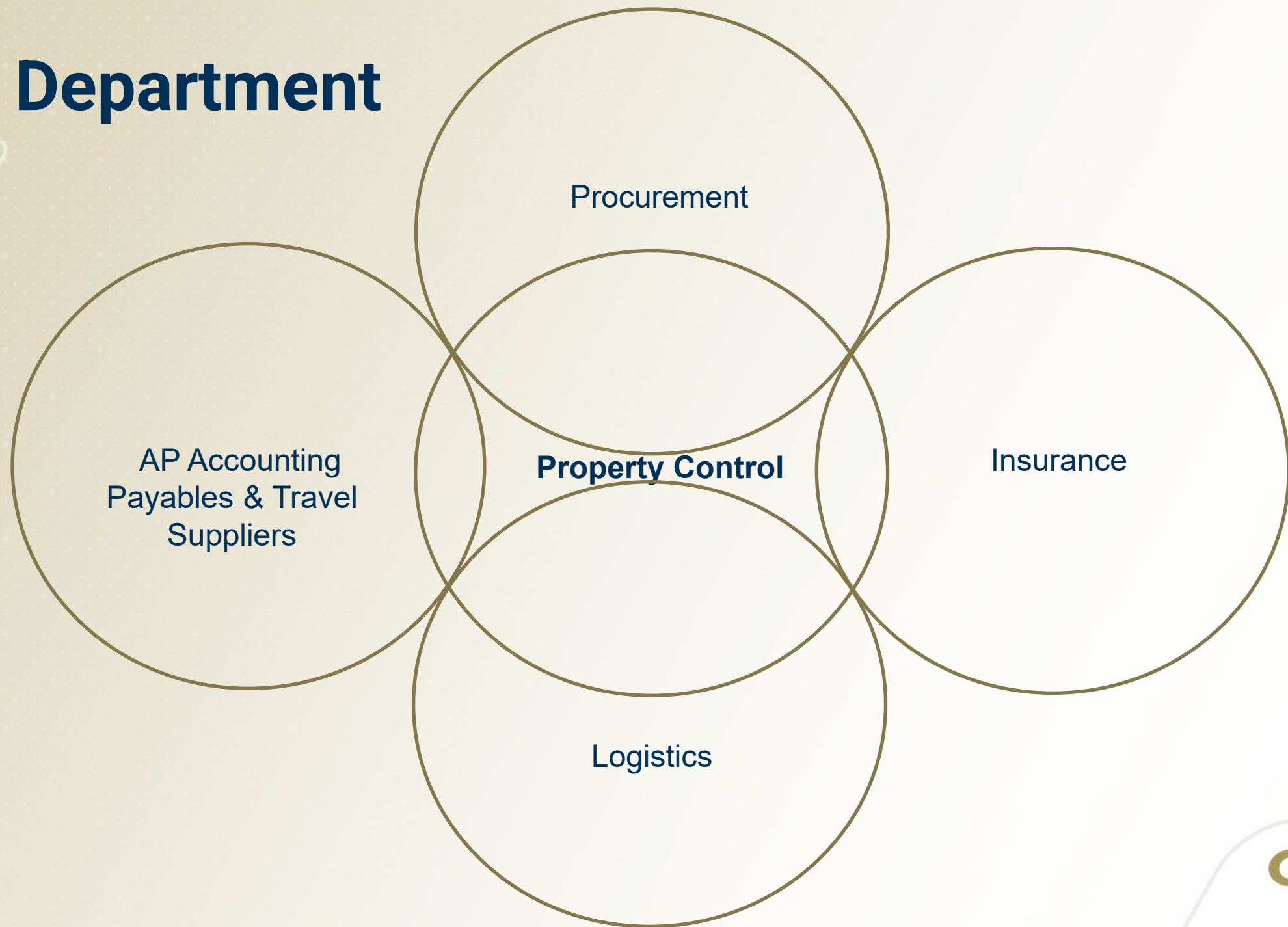
[\*PI ARTICLE: Research Administration - Ways to Stay Informed.\*](#) (October, 2024) ([PDF Download](#))

# Business Assets Update

Jerome Wright, Director of Insurance, Claims and Property Control  
Amy Herron, Controller



# PBS Department





# Business Asset/Property Control Overview

The State of Georgia General Statutes requires the Institute to be accountable for all equipment under its control. The Institute must also comply with the provisions of the Approval of Management, Budget Circulars 2 CRF 200, and SAS 112 (Federal Audit Guidelines) to assure proper reimbursement of federally funded research and training projects.

The maintenance of a perpetual inventory of equipment is necessary to achieve correct financial reporting for the institution, to provide the basis for suitable insurance coverage, and to assist Cost Centers, Departments and Business Units in accountability for their equipment.

## Threshold Requirements

In accordance with State of Georgia & Board of Regents guidelines, the current threshold for which an inventory of an asset is maintained is \$3000 with a life expectancy of one or more years. Items which do not meet the current threshold may be maintained on the inventory to meet contractual requirements, or to effect proper management of small and/or unique groups of movable personal property. The following items, are required to be inventory controlled without regard to the \$3000 minimum cost:

- Books and periodicals (Total dollar value shall be capitalized each year)
- Firearms
- Vehicles

# Fabricated Equipment (Not commercially available)

- Fabricated equipment is defined as any piece of equipment with a value of \$3,000 or greater, and with a useful life of at least three years, which has been assembled from parts purchased with supply or non-inventory equipment Spend Category (SC714127 - Supplies and Material - Fabricated Equipment). This includes items purchased via a PCARD.
- All Georgia Tech equipment that is assembled from parts which were not purchased under an equipment account code must be properly recorded as inventoried equipment (account range SC743\*\*\* and value of \$3,000 to \$4,999.99) or capitalized equipment (account range SC843\*\*\* and value equal to or exceeding \$5,000.00) once completed.
- Please follow the procedure as outlined in the GT Policy (<http://policylibrary.gatech.edu/business-finance/trade-property>).

# Equipment Spend Categories Reference Guide

## Capitalized Equipment (Equipment > \$4999.99)

| Spend Category | Description  |
|----------------|--|
| SC843101       | Equipment Purchase GT Holds Title (per item cost greater than \$4,999)                                       |
| SC843131       | Equipment Purchase - Computers GT Holds Title (per item cost greater than \$4,999)                           |
| SC843142       | Equipment Purchase Information Technology (non-computer) GT Holds Title (per item cost greater than \$4,999) |

## Small Value Equipment (Equipment < \$2999.99 or > \$3000.00)

| Spend Category | Description   |
|----------------|---|
| SC743100       | Equipment Purchase - Small Value - Non-Inventory (per item cost less than \$3,000)                        |
| SC743200       | Equipment Purchase - Small Value - Inventory (per item cost \$3,000-\$4,999)                              |
| SC743500       | Furniture/Fixtures - Small Value - Inventory  |
| SC744100       | Information Technology Equipment Purchase - Small Value - Non-Inventory (per item cost less than \$3,000) |
| SC744200       | Information Tech Equipment Purchase - Small Value - Inventory (per item cost \$3,000-\$4,999)             |

## Sponsored Equipment (Equipment >\$2999.99)

| Spend Category | Description   |
|----------------|---|
| SC743300       | Equipment Purchase- Small Value - Sponsor Holds Title (per item cost \$3,000-\$4,999)             |
| SC743301       | FAR Equipment Purchase Delivered to Sponsor (per item cost \$3,000-\$4,999) Sponsor Retains Title |
| SC744300       | Information Tech Equipment Purchase - Sponsor Holds Title (per item cost \$3,000-\$4,999)         |
| SC843143       | Equipment Purchase Sponsor Holds Title (per item cost greater than \$4,999)                       |
| SC843144       | SP Equipment Purchase Del. To Sponsor - Sponsor Holds Title (per item cost >\$4,999)              |
| SC843145       | FAR Equipment Purchase Del. To Sponsor - Sponsor Holds Title (per item cost >\$4,999)             |

## Special Equipment

| Spend Category | Description  |
|----------------|--|
| SC743201       | Equipment - Weapons (Public Safety Only) \$3,000-\$4,999)            |
| SC743202       | Equipment Purchase - Small Value - Motor Vehicle (less than \$5,000) |
| SC841100       | Equipment Purchase - Motor Vehicle                                   |
| SC714127       | Supplies and Material-Fabricated Equipment                           |

# Equipment Spend Categories Examples

## Example 1: Multiple Items (Quantity)

George P. Burdell is buying 7 portable misting fans for football team to stay cool during practices and games. Each fan costs \$3,100, for a total of \$21,700. George uses SC843101 - Equipment Purchase GT Holds Title (per item cost greater than \$4,999).

Quantity: 7

Unit Price: \$3,100

Extended Price: \$21,700



**Did George use the right Spend Category?**

**No! He should focus the Unit Cost and use SC743100 – Equipment Purchase – Small Value – Non-Inventory (per item cost less than \$3,000).**

Helpful Tip: Please look at the quantity column to determine the proper spend category.

# Equipment Spend Categories Examples

## Example 2: Installation Charges

The College of Engineering is setting up a new robotics testing station. They are purchasing a precision laser cutter to help students prototype parts for their autonomous machines.

Laser Cutter: \$18,000 – SC843101 – Equipment Purchase GT Holds Title (per item cost greater than \$4,999)

Installation: \$2,500 – SC727100 – Other Operating Expenses

Total Cost of Equipment: \$20,500

**Did the College of Engineering use the right Spend Category?**

**Sort of! The laser cutter is correct but the installation charges should also be on SC843101 – Equipment Purchase GT Holds Title (per item cost greater than \$4,999).**



Helpful Tip: Installation should be included in the cost of the equipment.

# Equipment Spend Categories Examples



## Example 3: One Asset, Multiple Lines

Buzz wants to help Coach Key capture high-quality footage of football games. He plans to buy a drone equipped with a special camera and also needs training to operate it effectively. He uses the following spend cats:

Line 1: \$1,000 for a camera – SC714100 – Supplies and Materials

Line 2: \$4,500 for a drone – SC743200 – Equipment Purchase – Small Value – Inventory (per item cost \$3,000-\$4,999)

Line 3: \$500 for drone training – SC714100 – Supplies and Materials

## Did Buzz use the correct spend categories?

**No! Buzz should have combined the drone and camera and used SC843101 – Equipment Purchase – Small Value – Non-Inventory (per item cost less than \$3,000). Training should be charged to SC727131 - Other Operating Expense - Licenses, Certifications and Specialized Training.**



Helpful Tips: Combine lines that represent the equipment – the camera and the drone work together. Training should not be added to the cost of the equipment.



# Reviewing for Incorrect Spend Cat's & Potential Equipment Assets

Run this Workday Report on your cost center:

## Find POs needing an Asset Spend Category by Organization – CR

If you find something that should be recorded as equipment, then enter a **Supplier Invoice Accounting Adjustment** to change the spend category.

Find POs needing an Asset Spend Category by Organization - CR

[View Report Definition](#)

Instructions

This report is for campus departments to find Assets that should have been registered but had the wrong Spend Category on the Purchase Order.

Please enter your Cost Center(s):

Companies

×

CO503 Georgia Institute of Technology

Cost Center

Supplier

Purchase Order

PO Reference

Buyer

Document Date On or After

07/01/2025

Document Date On or Before

MM/DD/YYYY

Spend Category

×

SC714100 - Supplies and Materials

×

SC714101 - Supplies and Materials - Office Supplies

×

SC714102 - Supplies and Materials - Instructional / Lab Supplies

×

SC714103 - Supplies and Materials - Paper

×

SC714104 - Supplies and Materials - Copier Supplies

MORE (20)

Worktags

Purchase Order Status

Purchase Order Type

# Annual Equipment Inventory

## FY26 GT Annual Physical Inventory – October 2025 thru March 2026

### Inventory Deadlines

| Class | Assets Count | Due Date   |
|-------|--------------|------------|
| D     | 750 +        | 12/19/2025 |
| C     | 400-750      | 1/30/2026  |
| B     | 100-399      | 2/13/2026  |
| A     | 1-99         | 3/6/2026   |

# Scanner Pickup

| Class | Assets Count | Distribution          | Scanner Pickup Availability   | Scanner Dates for Pickup/Drop-off |
|-------|--------------|-----------------------|-------------------------------|-----------------------------------|
| D     | 750 +        | 3 scanners - 13 weeks | Monday, Wednesday, & Thursday | 10/01/25 - 12/19/25               |
| C     | 400-750      | 2 scanners - 8 weeks  | Monday, Wednesday, & Thursday | 12/1/25 - 1/30/26                 |
| B     | 100-399      | 2 scanners - 6 weeks  | Monday, Wednesday, & Thursday | 1/5/26 - 2/13/26                  |
| A     | 1-99         | 1 scanners - 4 weeks  | Monday, Wednesday, & Thursday | 2/9/26 - 3/6/26                   |

# Missing Equipment



| Fiscal Year | # Missing | % of Total Inventory | Purchase Cost (\$) | Book Value (\$) |
|-------------|-----------|----------------------|--------------------|-----------------|
| 2025        | 693       | 2.05%                | 7,265,531          | 1,256,731       |
| 2024        | 543       | 1.25%                | 9,735,812          | 1,379,997       |
| 2023        | 339       | 1.1%                 | 9,988,276          | 1,267,440       |
| 2022        | 379       | 1.2%                 | 7,561,313          | 1,848,636       |
| 2021        | 333       | 1.16%                | 7,970,276          | 1,530,862       |

# Untagged Equipment - Cleanup

## Untagged Equipment

- As of 09/30/25, there were **2,538** untagged assets valued at **\$58,377,726.61.**
- RISK to the Institute:
  - Violation of Institute Policy
  - Violation of Board of Regents - USG Policy
  - Subject to an Unfavorable Audit Finding
- Untagged Asset Listing operates on an automated system (BOT) to create a report that sends a monthly notification to Property Coordinators and Financial Managers that have untagged assets assigned to their Cost Center. This notification is sent out on the first Monday of each month.



Submit any Business Assets  
requests via **ServiceNow**



# Foreign Gift and Contract Reporting

Macy Fennell, Chief Counsel, Office of the General Counsel

# Overview

- Higher Education Act of 1965, Section 117 (Section 117)
- CHIPS and Science Act of 2022, Section 10339B (CHIPS)
- O.G.C.A § 20-3-84 – Combating Threats from Foreign Countries of Concern Act of 2025 (HB 150)

# Higher Education Act of 1965, Section 117

- What must be reported?
  - Institutions of higher education must report gifts or contracts from a foreign source (or an agent of a foreign source) that alone or combined are \$250,000 or more in a calendar year to the Department of Education
- When must reports be made?
  - **January 31** : July 1 – December 31
  - **July 31**: January 1 – June 30
- What is the reporting mechanism?
  - Reports are made via the Department of Education portal (log-in required) using the reporting forms

# CHIPS and Science Act of 2022, Section 10339B

- What must be reported?
  - Financial support received directly or indirectly from a foreign source associated with a **foreign country of concern**, the value of which is **\$50,000** or more
- Foreign Countries of Concern
  - China (not including Hong Kong or Macau)
  - Iran
  - North Korea
  - Russia
- When must reports be made?
  - **October 31\***
- What is the reporting mechanism?
  - NSF reporting portal

# O.C.G.A § 20-3-84- Combating Threats from Foreign Countries of Concern Act

- What must be reported?
  - Funding received from foreign countries, entities, or individuals of concern with a cumulative value over \$1,000
- Foreign Countries of Concern
  - China (including Hong Kong and Macau)
  - Cuba
  - Iran
  - North Korea
  - Russia
  - Venezuela
- When must reports be made?
  - **January 31:** July 1-December 31
  - **July 31:** January 1-June 30
- What is the reporting mechanism?
  - Report provided to USG. USG provides system report to the Governor and General Assembly

| Requirements            | HEA, Section 117   | CHIPS 10339B, FFDR  | GA HB 150 (O.G.C.A 20-3-84)  |
|-------------------------|--|---|--|
| Type of Transaction     | Gifts and Contracts received from a foreign source, including its subsidiaries and affiliates (i.e. money, property, or services flowing into the Institute) | Financial support, including gifts and contracts received from a foreign source associated with a foreign country of concern  | Funding received by the university system from a foreign country of concern, a foreign entity of concern, or a foreign individual of concern.  |
| Value Threshold         | \$250,000 or more from the same foreign source in a calendar year, alone or in aggregate   | \$50,000 or more received from July 1 of the prior year to June 30 of the reporting year  | \$1,000 or more from the same foreign country of concern in the most recent calendar quarters  |
| Reporting Deadlines     | Semiannually by January 31 <sup>st</sup> and July 31 <sup>st</sup> each year   | Annually by October 31 <sup>st</sup> each year  | Semiannually by January 31 <sup>st</sup> and July 31 <sup>st</sup> each year   |
| Additional Requirements | None – pending EO/Legislation  | <ul style="list-style-type: none"> <li>Required to maintain copies of contracts, agreements, or documentation of financial transactions</li> </ul>                      | <ul style="list-style-type: none"> <li>Must submit a copy of any contract, agreement, or MOU associated with the funding</li> </ul>  |
|                         |  | “Foreign Country of Concern” means <ol style="list-style-type: none"> <li>China (not Macau and Hong Kong)</li> <li>North Korea</li> <li>Russia</li> <li>Iran</li> </ol> | “Foreign Country of Concern” means <ol style="list-style-type: none"> <li>China, including Hong Kong and Macau</li> <li>Cuba</li> <li>Iran</li> <li>North Korea</li> <li>Russia</li> <li>Venezuelan Maduro Regime</li> </ol> |



## Impacted Entities

- Georgia Institute of Technology
- Georgia Tech Affiliated Organizations
- Georgia Tech Europe
- Georgia Tech Panama

## Core Reporting Offices

- Office of Sponsored Programs
- Office of Development
- Bursar
- Georgia Tech Foundation
- Georgia Tech Europe
- Georgia Tech Panama
- GTRC
- GTAA
- Office of Technology Licensing



## Impact on Georgia Tech

- Potential loss of federal funding for failure to disclose or inaccurate disclosures
- Potential False Claims Act liability
- Potential loss of federal research funding

## Future Legislation

- **DETERRENT Act** - Defending Education Transparency and Ending Rogue Regimes Engaging in Nefarious Transactions Act
  - Lowers the annual reporting threshold to \$50,000, or \$0 for foreign countries of entities of concern
  - Prohibit universities from entering into contracts with foreign countries or entities of concern, absent granting of a waiver
  - Requires disclosure of foreign gifts and contracts of individual staff and faculty
  - Introduces fines and potential loss of Title IV funding

# Contact Information

## Macy Fennell

- [macy.fennell@legal.gatech.edu](mailto:macy.fennell@legal.gatech.edu)
- 404-406-7036

# Institute Budget Planning & Administration Update

Jamie Fernandes, Interim Associate Vice President, Finance & Planning



# Agenda

- Federal Funding Challenges and Budget Implications
- Resources
- Commitment Accounting Updates





# **Federal Funding Challenges and Budget Implications**

# Our Objectives

Position Georgia Tech to continue to deliver on its academic and research mission in the face of mission-critical immediate, emerging, and anticipated threats.

Anticipate and respond to any disruptions in federal research funding and international student flows.

Enable the Institute executive leadership team (ELT) to make the best decisions possible with known information and available predictions sourced through well-researched contingency plan options for each scenario.



# Scenarios Considered

**\$38M to \$88M in Funding Losses**

## Scenario 1: Most Probable

- Loss of indirect cost recovery (**\$31M**)
- Loss of tuition/international student attrition(**\$6M**)
- Loss of 9-month academic faculty salaries coverage (**\$1M**) (Divide by 3 for annual cuts)

## Scenario 2: Worst Case

- Loss of indirect cost recovery (**\$75M**);
- Loss in tuition (**\$11M**);
- Loss in 9-month academic faculty salaries(**\$2M**)

NOTE: We anticipate that an IDC financial loss will increase in subsequent years for example \$25M in year1, \$50M in year 2, \$75M in year 3.

## Cost Reduction Strategies

A cross-functional team identified approximately \$60M in cost savings that could be achieved through central mitigation strategies.

These ideas are a starting point for discussions about the potential downstream implications of these options.

## Other Strategies Needed

- Driving revenue growth
- Saving through efficiency in operations
- Employing unit-level strategies that allow more tailored approaches based on the unique needs of each unit.

# Cost Saving Through Central Mitigation Strategies

Over the past few months, a cross-functional team identified cost savings that could be achieved through central mitigation strategies.

Additionally, Senior Leadership met August 13 to review and discuss complimentary unit/departments strategies.

A campus wide planning exercise will be announced in November.



# FY26 New Resident Instruction Revenue | Final

Below are the allocable FY26 revenues from all sources:

| Sources  | Amount                |
|--|-----------------------|
| Resident Instruction State Appropriations*     | \$46,771,432          |
| Tuition (Enrollment Growth)                    | 6,000,000             |
| Tuition (Rate Increase)                        | 5,000,000             |
| GTRI Exchange of Services/Auxiliary Rate Study | (569,450)             |
| <b>Total</b>                                   | <b>\$57,201,982</b>   |
| Indirect Cost Recoveries (1.75% increase)      | 0                     |
| <b>Grand Total</b>                             | <b>★ \$57,201,982</b> |

\*Includes allocable amounts only; excludes pass-throughs such as health insurance.



# FY26 New Revenue Released To Date

| Revenue Released To Date                            | Amount                  |
|---|-------------------------|
| FY26 Estimated New Tuition and State Approp Revenue | \$57.2M                 |
| Released on July 2 <sup>nd</sup> Allocation Sheets  | 15.8M                   |
| Released on September BA                            | 9.0M                    |
| <b>Released to Units</b>                            | <b>\$24.8M or 43.5%</b> |
| <b>Holding Centrally (as of October 2025)</b>       | <b>\$32.3M or 56.5%</b> |

Funds reflected on July allocation sheets are secured and exempt from budget cuts.

# FY26 Allocations | Round 1- July 2nd

\$15.8M released to support mandatory payments, including \$4M for the base rate fringe increase and \$3M distributed to colleges and non-colleges via the budget model.



**Health Insurance  
Subsidy Increase to  
85%  
(for Promotion &  
Tenure and Graduate  
Students)**



**Annual Operating  
Lease Increases**



**\$3M to Colleges and  
Non-Colleges  
(via the budget  
model to support  
growth)**



**USG Merit Program  
Pool for Faculty  
and Staff**

Allocations received through Round 1 are not anticipated to be part of the federal funding pause.

# FY26 Allocations | Round 2 - September

\$9.1M released to support mandatory expenditures supported by Executive Leadership.



**Cost and Inflationary  
Escalations  
(including Library  
collections and  
maintenance)**



**Faculty Retention  
Pool**



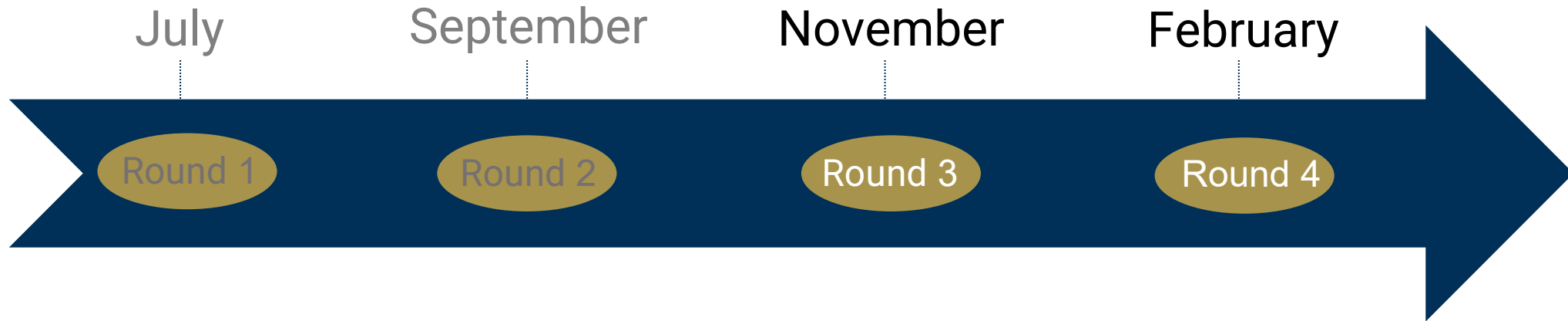
**Graduate Student  
Increases**



**Unified ERP  
Readiness**

# FY26 Budget Allocation Timeline

Months in gray have been allocated. Future rounds are contingent on funding availability.



The November release is on hold due to the federal government shutdown.

## FY27 Outlook | Continued Caution

The BOR requested full formula funding for the USG which includes Georgia Tech. Due to federal funding changes, a continued cautious approach is warranted.

### Operating Request:

| Item   | FY27 USG Request<br>(Aug BOR Meeting) |
|--|---------------------------------------|
| <b>State Funding Base</b>                                | <b>\$3,600,383,387</b>                |
| Enrollment Formula Funding                               | 216,513,505                           |
| Enrollment growth - UGA Medical School                   | 11,892,650                            |
| Facilities Formula Funding<br>(Maintenance & Operations) | 2,096,885                             |
| Health Insurance/Retiree Fringes                         | 34,964,012                            |
| Teacher's Retirement System                              | 4,063,952                             |
| Return of Start-Up – Augusta/GA Southern                 | (4,692,816)                           |
| <b>Subtotal – Formula Request</b>                        | <b>\$264,838,188</b>                  |

### Capital Request:

New Building for the Daniel Guggenheim School of Aerospace Engineering - \$15.3M

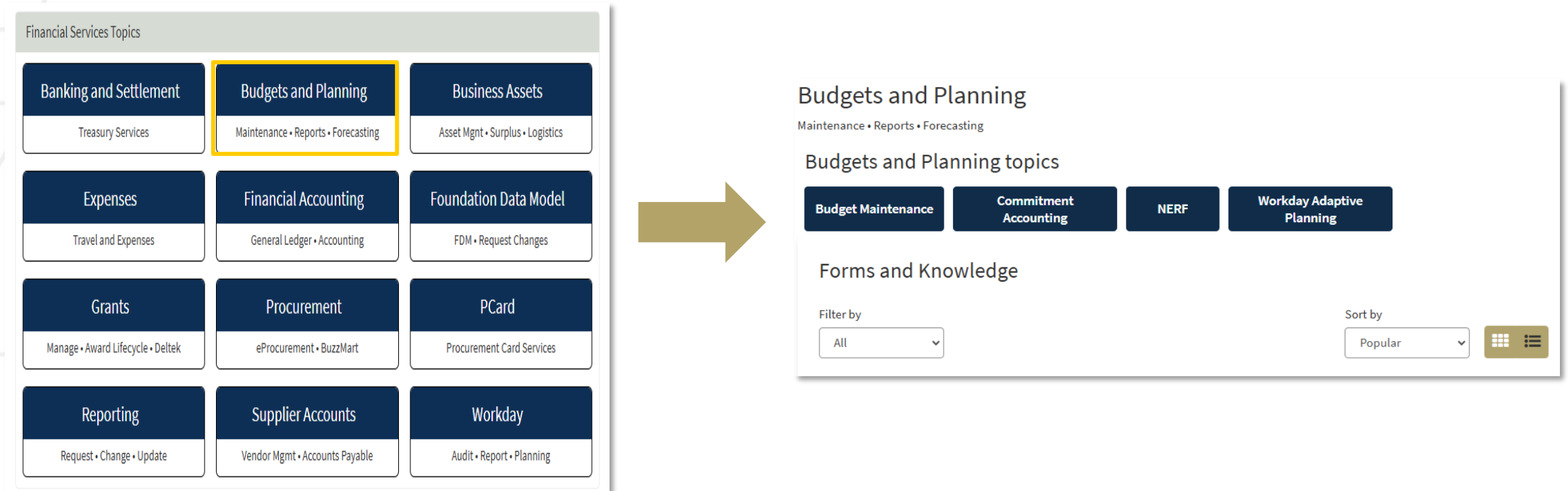
Small Capital - Groseclose Building Deferred Renewal - \$5M



# Resources

# ServiceNow | Budget & Planning Knowledge Articles

Bringing key financial guidance together in one centralized, searchable location.



Access these resources in ServiceNow > Financial Services Topics > Budgets & Planning

# ServiceNow | Budget & Planning Knowledge Articles

## Knowledge Article Highlights

- **Budget Maintenance**
  - [Department Sales and Services Funds](#)
  - [Create New Designated Worktag Request](#)
- **Commitment Accounting**
  - [Employee Cost Detail Report](#)
- **NERF**
  - [New Expense Request Form \(NERF\): Create and Edit Entries](#)
- **Workday Adaptive Planning**
  - [What are Workday Adaptive Planning Dashboards and How Do I Access Them?](#)

## Budgets & Planning Topics

Budget Maintenance

Commitment  
Accounting

NERF

Workday Adaptive  
Planning

 Article

### Departmental Sales and Services Funds

Overview Georgia Tech requirements related

5mo ago

 Article

### Create New Designated Worktag Request

Overview Requesting a new designated worktag (DExxxxxxx) is done in ServiceNo...

3mo ago

# FDM Maintenance & Consistencies

Uniform naming conventions help ensure data integrity and facilitate effective reporting.



## Cost Center Naming Convention

- **Format:** CC000xxx DIV/Dept - Name
- **Example:** CC000053 COE/CHBE - Chemical & Biomolecular Engineering



## Designated Worktag Naming Convention

- **Format:** DE000xxxxx Dept - Title  
Include "DSS" in FD14xxxx DE Worktags
- **Examples:**
  - DE00000844 CHBE - Dept Maintenance
  - DE00011944 CHBE - Grad Student Symposium DSS



## Continue FDM Clean Up

- Inactivations, Manager and Assignee Updates
- FDM Find Designateds and Related Worktags – CR
- FDM Find Gifts and Related Worktags – CR
- FDM Find Grants and Related Worktags – CR
- Cost Center Hierarchy – CR

# Resources

- **Budget Summaries\***
  - [FY26 Budget Guidebook](#)
  - [FY26 Georgia Tech Budget-in-Brief](#)
  - [FY26 Georgia Tech Operating Budget Summary](#)
- **Budget Basics**
  - [Georgia Tech Budget Process Calendar](#)
- **Additional Links\***
  - [Georgia Tech Budget Model](#)
  - [Budget Office ServiceNow](#)
  - [Budget Office MediaSpace](#)



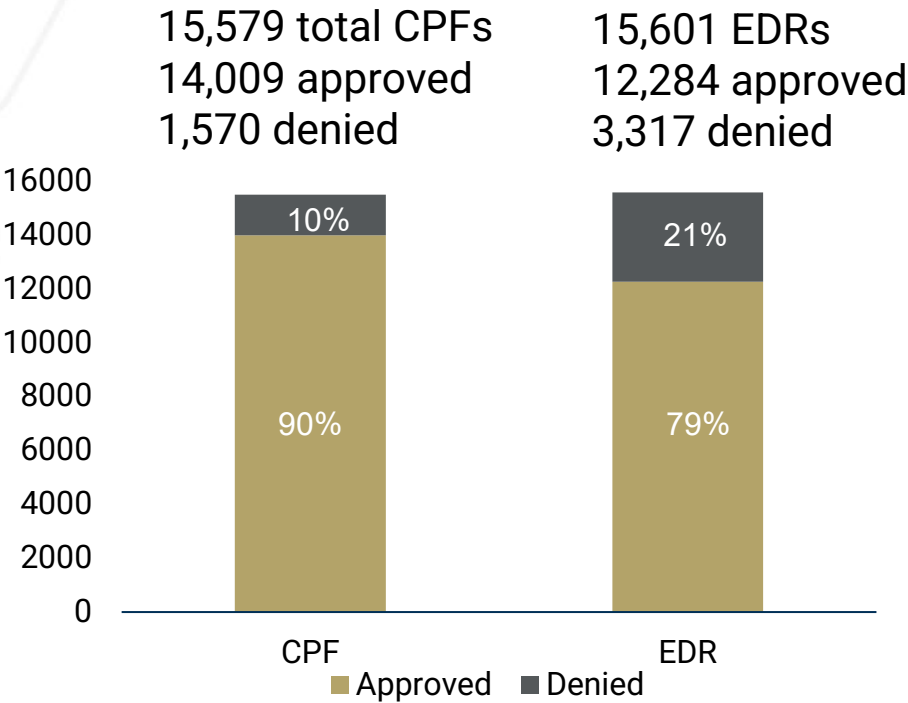
[www.budgets.gatech.edu](http://www.budgets.gatech.edu)



# Commitment Accounting Updates

Jason Cole, Director – Commitment Accounting

# Commitment Accounting | FY25 in Review



## Top Reasons for Denials

- ✓ Missing appropriate approver
- 📄 Missing cost detail report
- ⚙️ Same worktags (new = original)
- 💰 Not enough available salary
- 🕒 Incorrect effective date

31,180 total transactions submitted to CA  
3,522 more CPFs were submitted in FY25 than in FY24,  
reducing unnecessary EDRs.

# Commitment Accounting | Best Practices



## Review Position Funding Proactively

- If necessary, correct FY26 funding with a Change Position Funding (CPF) transaction. **Express Direct Retros (EDRs) should be avoided.**
- **Review grants that are ending** (use Workday end dates). Employees paid on grants that have ended will cause funding to post to suspense/cost overrun and will require an EDR transaction (which are to be avoided).
- **Establish cost share** as soon as possible (ASAP) to avoid over 90-day cost transfer requests.
- **Review salaries allocated to your department's undesignated and suspense worktags** to ensure balances posted to these worktags are cleared timely.



## EDR cost transfers over 90 Days

- **Use when initial or continuing sponsor funding is delayed** beyond 90 days and/or if the expense is moving to a different grant under the same award.
- **Grants & Contracts may approve** the proposed transfer if the terms and conditions of the sponsored agreement clearly states it will acceptance and pay the expenses.
- Submit over 90-day requests via **GT- ServiceNow**.

# Change Position Funding | Submit

## Compile all necessary information

- Pay period begin dates (effective dates **must** be the beginning of a current/future pay period).
- New worktags / combo codes and effort percentages for new funding distribution applicable.

## Review distribution as of Change Effective Date

- This section displays funding effective dates for the fiscal year.
- Effective date needed when distribution is different from previous pay period.

## Submit transaction

- **Remaining on the transaction page too long can cause the position to lock.**
- To unlock, submit a OneUSG ServiceNow ticket.

# Change Position Funding | Review/Approve

## Verify:

- All effective date(s) (should be beginning of a future pay period)
- Current Distribution effective date
- Current incumbent information
- New information section:
  - New Effective Date
  - Combo codes
  - Funding end dates (only applicable to grants)
  - Percent of distribution
  - Attachments
  - Comments
  - Workflow/Ad-hoc approvers

As an approver, please deny the position if you know there is an error and resubmit.



# Express Direct Retro | Submit

## Step 1

### **Compile all information before submitting transaction**

- Employee ID (recommend searching by employee ID e.g. promotion/transfer)
- Pay period(s) to correct
- Amounts to transfer
- New combo code(s)
- Current employee cost detail report
- Cost transfer justification (why wasn't the salary posted correctly?)
- Ad hoc approvers if applicable (contact approver before inserting)

## Step 2

### **Select appropriate row(s) where the salary is moving from**

- Don't select rows with negative amounts
- No need to choose a row where the salary isn't being reduced

### If needed:

- Check out pending EDRs
  - Can be found at the bottom under search – existing (select click next, submit or cancel)
- Once EDR is approved and processed or denied, transaction is removed.
- The EDR could be saved but not submitted.
- Contact users in the approval workflow.

# Express Direct Retro | Submit

Current Distribution

Employee Information

Combo Code Details

Request Details

||>

|  |         |                 |           |                |           |             |        |                              |         |            |
|--|---------|-----------------|-----------|----------------|-----------|-------------|--------|------------------------------|---------|------------|
|  | Company | Position Number | Pay Group | Pay Period End | Check Nbr | Line Number | Emplid | Earnings, Tax, Deduction Ind | Account | Combo Code |
|--|---------|-----------------|-----------|----------------|-----------|-------------|--------|------------------------------|---------|------------|

| Original Combo Code | Original Account | Chartfield Details            | New Combo Code | Amount to Transfer |
|---------------------|------------------|-------------------------------|----------------|--------------------|
|                     |                  | <div>Chartfield Details</div> |                |                    |

# Submit Express Direct Retro

- Attach current period Employee Cost Detail Report
- Select Cost Transfer Justification - Why wasn't the salary posted correctly?
  - Other is rarely used, if other is used, please provide a detailed justification
  - Insufficient/vague cost transfer justifications could lead to the EDR being denied
- Submit, Insert ad-hoc approver (if necessary), click save ad-hoc.

**Current Distribution**

| Company | Position Number | Pay Group | Pay Period End | Check Nbr | Line Number | Emplid  | Earnings, Tax, Deduction Ind | Account | Combo Code   | Amount |
|---------|-----------------|-----------|----------------|-----------|-------------|---------|------------------------------|---------|--------------|--------|
| 1 030   | 30014144        | 03A       | 09/30/2023     | 7294386   | 1           | 3557047 | REG                          | 521100  | 03GR00006939 | 627.75 |

**New Distribution**

| Company | Position Number | Pay Group | Pay Period End | Check Nbr | Emplid | Earnings, Tax, Deduction Ind | Account | Line Number | Original Amount | Original Combo Code | Original Account | Chartfield Details                 |
|---------|-----------------|-----------|----------------|-----------|--------|------------------------------|---------|-------------|-----------------|---------------------|------------------|------------------------------------|
| 1 030   | 30014144        | 03A       | 09/30/2023     | 7294386   |        | REG                          | 521100  | 1           | 627.75          | 03GR00006939        | 521100           | <a href="#">Chartfield Details</a> |

**Justification**

At:

Cl:

If you select 'other', there is no default justification. You will need to add in your own justification.

# Express Direct Retro | Review/Approve Checklist

## Verify:

- Employee information
- Accounting date is in the current accounting period
- Current combo code
- New combo code
- Transfer amount
- Current employee cost detail report
- Appropriate cost transfer justification/ comments
- Ad hoc approvers

**Current Distribution**

1-1 of 1

View All

Employee Information

Combo Code Details

Request Details

II>

|   | Company | Position Number | Pay Group | Pay Period End | Check Nbr | Line Number | Emplid  | Earnings, Tax, Deduction Ind | Account | Combo Code   | Amount |
|---|---------|-----------------|-----------|----------------|-----------|-------------|---------|------------------------------|---------|--------------|--------|
| 1 | 030     | 30014144        | 03A       | 09/30/2023     | 7294386   | 1           | 3557047 | REG                          | 521100  | 03GR00006939 | 627.75 |

**New Distribution**

1-1 of 1

View All

New Distribution

Chartfield Details

II>

|   | Company | Position Number | Pay Group | Pay Period End | Check Nbr | Emplid | Earnings, Tax, Deduction Ind | Account | Line Number | Original Amount | Original Combo Code | Original Account | Chartfield Details                 |
|---|---------|-----------------|-----------|----------------|-----------|--------|------------------------------|---------|-------------|-----------------|---------------------|------------------|------------------------------------|
| 1 | 030     | 30014144        | 03A       | 09/30/2023     | 7294386   |        | REG                          | 521100  | 1           | 627.75          | 03GR00006939        | 521100           | <a href="#">Chartfield Details</a> |

**Attached File**

**File Attachment**

Attached File

Attach

**Cost Transfer Justification**

Clerical

Clerical / Accounting Error

Submit

Save Ad Hoc

Cancel

# Resources

## Queries

You can find the following queries in OneUSG Connect query viewer:

- BOR\_CA\_POSITION\_FUNDING – view position funding
- BOR\_CA\_EDR\_STATUS – view status of EDR transactions
- BOR\_CA\_EDR\_LOCKS – Locked EDR transactions
- BOR\_HR\_VACANT\_POSITIONS - Vacant Positions
- BOR\_CA\_CHG\_FUND\_LOCK - Change Position Funding Locks

## Training

- [Commitment Accounting On-Demand Training:](#)
  - OneUSG Connect Commitment Accounting: Inquiry Only
  - OneUSG Connect Manager Self-Service: Commitment Accounting





**Break – 10 minutes**



# Bursar Update

Curlyne Andrew, Associate Director-Bursar

Trina Hall, Assistant Director, Student Account Services

## **Contact Us**

We are located in Lyman Hall  
Campus Mail Stop: 0255

## **Mailing address**

Georgia Tech Bursar's Office  
Lyman Hall, Suite 111  
225 North Avenue  
Atlanta, GA 30332-0255

**Phone:** (404) 894-4618

[deposit.ask@business.gatech.edu](mailto:deposit.ask@business.gatech.edu)

## **Office Hours**

Mon-Fri 8:30 AM – 4:00 PM

**Drop in virtual appts are Fridays at 1-2pm through December 5th**

[Onlinedeposits Office Hour | Meeting-Join | Microsoft Teams](#)

# Important Reminders

Month-end deadline  
Fiscal Year-end deadline

# Introduction

## **Policy**

To provide guidance to schools, colleges, departments or units of the Institute as it relates to depositing funds received.

---

## **Comprehensive User review**

Overview for users interacting with the departmental deposits system.

---

## **Streamlined Financial Processes**

System streamlines submission, approval, and management of departmental deposits electronically.

---

## **Enhanced Efficiency and Accuracy with add on feature**

The system improves efficiency and accuracy in departmental financial transactions.

---

## **Understanding System Roles**

Introductory section explains user roles, pages, and processes for effective system use.



# Policy

All funds received by a unit should be deposited no later than the next business day following the date of receipt. For instances in which a unit receives small amounts of cash or checks (total less than \$100) which would not warrant a daily trip to the Bursar's Office, the funds may be held no more than five business days. Each unit must establish operating procedures to ensure compliance with the daily or weekly deposit requirements.

There are a limited number of departments on campus who have been authorized by the Institute to transmit cash to the bank for their department. Although they do not go through the normal process, they are still responsible for submitting information related to funds received to the Bursar's Office so it can be posted to the Institute's ledger.

All checks payable to Georgia Institute of Technology must be deposited to the Institute's bank account. Checks and cash must be always kept in secure locations.

<https://www.policylibrary.gatech.edu/business-finance/daily-cash-deposits>



# User Roles

## Access requestor

The unit manager or direct supervisor of the initiator should request Banner role access by emailing **[deposit.ask@business.gatech.edu](mailto:deposit.ask@business.gatech.edu)**. The request will be verified for FERPA compliance, and the user will be notified via email once access has been approved.

---

## Initiator Responsibilities

The Initiator creates and edits deposit entries with accurate and complete information.

---

## Approver Authority

The Approver reviews deposits and can approve or reject them with comments or feedback.

---

## Department Admin Oversight

The Department Admin manages access permissions and ensures correct user roles are assigned.



# Departmental Deposits Page overview

GT | GT Login

https://login.gatech.edu/cas/login?service=https%3A%2F%2Fidp.gatech.edu%2Fidp%2FAuthn%2FDuoCas

Georgia Tech

Georgia Tech Login Service

**Enter your GT Account and Password**

Login requested by: idp.gatech.edu

GT Account:

Password:

☐ Warn me before logging me into other sites.

LOGIN clear

**ATTENTION:** Welcome to the new look of the GT Login Service! For more information about this change, click [here](#).

When you are finished using all of your authenticated applications, please log out of this system and exit your browser to ensure you do not leave any of your applications (such as your e-mail) open to other users of this machine.

[I don't know my GT Account](#)

[I don't know my password](#)

[My correct username and password aren't working](#)

For assistance, please contact the OIT Technology Support Center at 404-894-7173 (Mon-Fri 8am-5:00pm ET).

[Additional documentation including how to integrate your application with GT Login](#)

© 2014 Georgia Institute of Technology

[Support](#) [Accessibility](#) [Legal & Privacy Information](#) [Accountability](#)

## Login

Enter your GT Account and password

---

## Home Page Summary

The Home Page summarizes all deposits, showing status and details for quick user review.

---

## Create/Edit Deposit Page

Users enter deposit info such as department, amount, and description on the Create/Edit Page.

---

## Approval Page Functionality

The Approval Page lists deposits pending approval, allowing approvers to review and act efficiently. Users with access can also reject or cancel a deposit.

# Creating/Editing Deposits Rules

Logout

## OIT-Enterprise Information Sys - Deposit #675

Department Information

Primary Contact: Joshua Blake Presnal

Department: OIT-Enterprise Information Sys

Primary Email: joshua.presnal@oit.gatech.edu

Secondary Email:

Deposit Mode: BuzzCard

Prepare Date: Feb 28, 2017

Deposit Number: 675

Deposit Status: Rejected

Recent Activity: Created by JPRESNAL3 on Feb 28, 2017 ; Last updated by JPRESNAL3 on Feb 28, 2017  
Last rejected by JPRESNAL3 on Mar 9, 2017

Debits

| Deposit Type  | Detail Code | Description          | Project Number | Account Number | Amount |
|---------------|-------------|----------------------|----------------|----------------|--------|
| Other         | DPTC        | Departmental Payment | FUND10500      | 118000         | 10.00  |
| Total Debits: |             |                      |                |                | 10.00  |

Credits

| Detail Code    | Description             | Project Number | Account Number | Amount |
|----------------|-------------------------|----------------|----------------|--------|
| DPTD           | Departmental Receipts// | FUND10500      | 216451         | 10.00  |
| Total Credits: |                         |                |                | 10.00  |

Comment:

Files

Use the file selection prompt below to add any files to attach to this deposit. You can select multiple files by using ALT + mouse click. Only images (.jpg, .gif, .png), pdf files (.pdf), text documents (.txt), Microsoft Word (.docx) and Microsoft Excel (.xlsx/.xls) are allowed.

Choose Files

No file chosen

Submit

Save

Clear

Back to List

## Required Fields

Department name, deposit amount, and transaction description are mandatory for data integrity.

Comments and the new add-on feature attachments (back-up) provide extra context and support documentation for deposits.

## Submission Options

Users can save deposits for later or submit them immediately for approval.

## Standardization Benefits

Rules help reduce errors and streamline approver review and validation processes.

# Error Alerts



## GT Departmental Deposits

### Bursar & Treasury Services

Department Information

#### Common User Errors

Users often encounter errors like missing required fields or invalid data formats during deposits.

#### Clear Error Messages

The system displays clear messages that explain the problem and guide users on how to fix it.

#### Technical Support Access

System errors provide contact information for technical support to assist with unresolved issues.

Join the Online Deposits Office Hour!  
Connect virtually via Microsoft Teams every Friday through December 5, 2025.

#### Data Quality Assurance

Error alerts help maintain high data quality and reduce submission failures in the system.



# Approval Process



## GT Departmental Deposits

### Bursar & Treasury Services

Department Information

Reject -- Deposit Summary Details

Approve -- Deposit Summary Details

 oracle@mail.gatech.edu

 oracle@mail.gatech.edu

Comment:

Please, submit you missing backup

#### Submission and Review

Deposits enter an approval queue for designated approvers to review and assess the details carefully.

#### Approval or Rejection

Approvers can either approve deposits to proceed or reject them with comments explaining the reasons.

#### Notification and Communication




Automatic email notifications keep relevant parties informed about approval or rejection status promptly.

#### Financial Accountability

The process ensures all deposits are vetted before finalization, maintaining departmental financial accountability.

# Confirmation Page

## Approve -- Deposit Summary Details

 oracle@mail.gatech.edu  
To:   
Cc:  Deposit.Ask; susan@gatech.edu

Hello 

Your deposit 16 has been approved. The receipt number is 5966.

Summary:

Debits

### Deposit Summary Display

The confirmation page summarizes deposit details, including department, amount, and description, for user review.

### Status Indicator

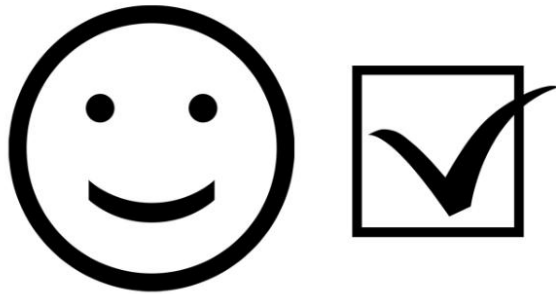
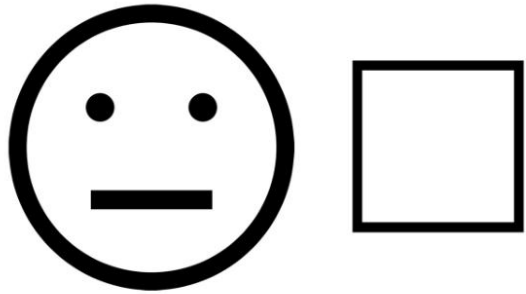
Shows current deposit status, such as approved, rejected, or pending, to keep users informed.

### Unique Confirmation Number

Provides a unique number for tracking and future reference of the deposit transaction.

### Final Verification Step

Serves as the final checkpoint where users verify the accuracy of their submission and retain a record of the transaction. Once the deposit is successfully validated and processed, users will receive an approval confirmation, including a deposit summary and a receipt number.



**Q&A**

# Georgia Tech & the USG Unified ERP Project

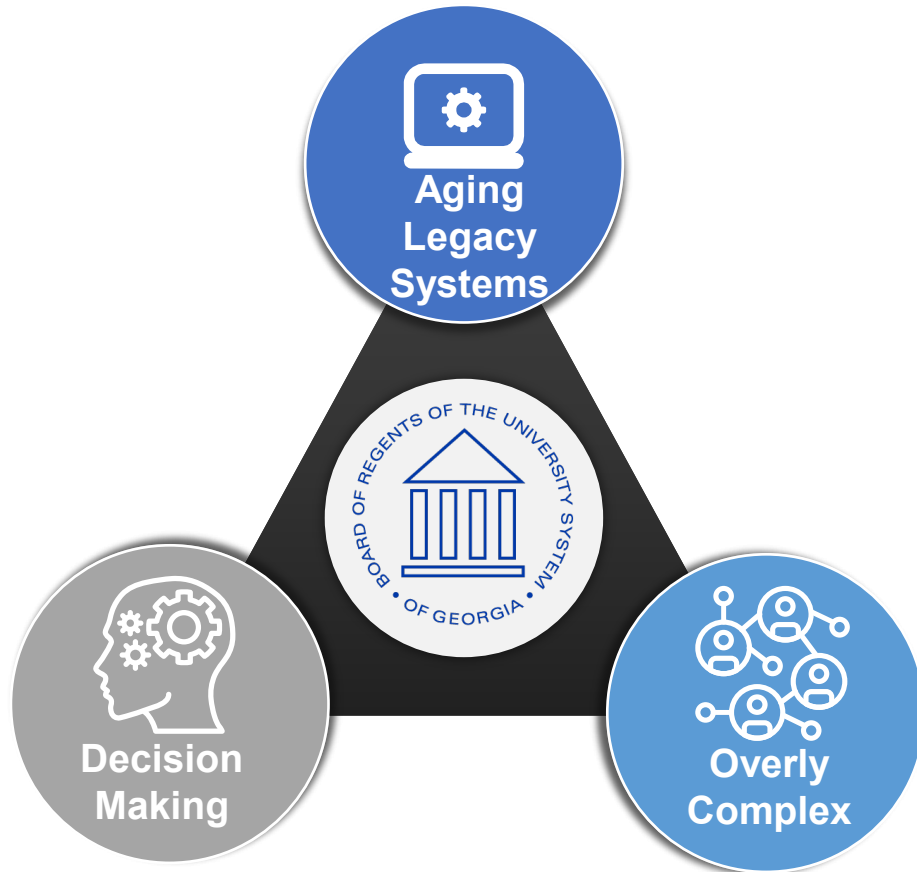
Jennifer Bentson, Associate Vice President, Finance & Planning

# Overview

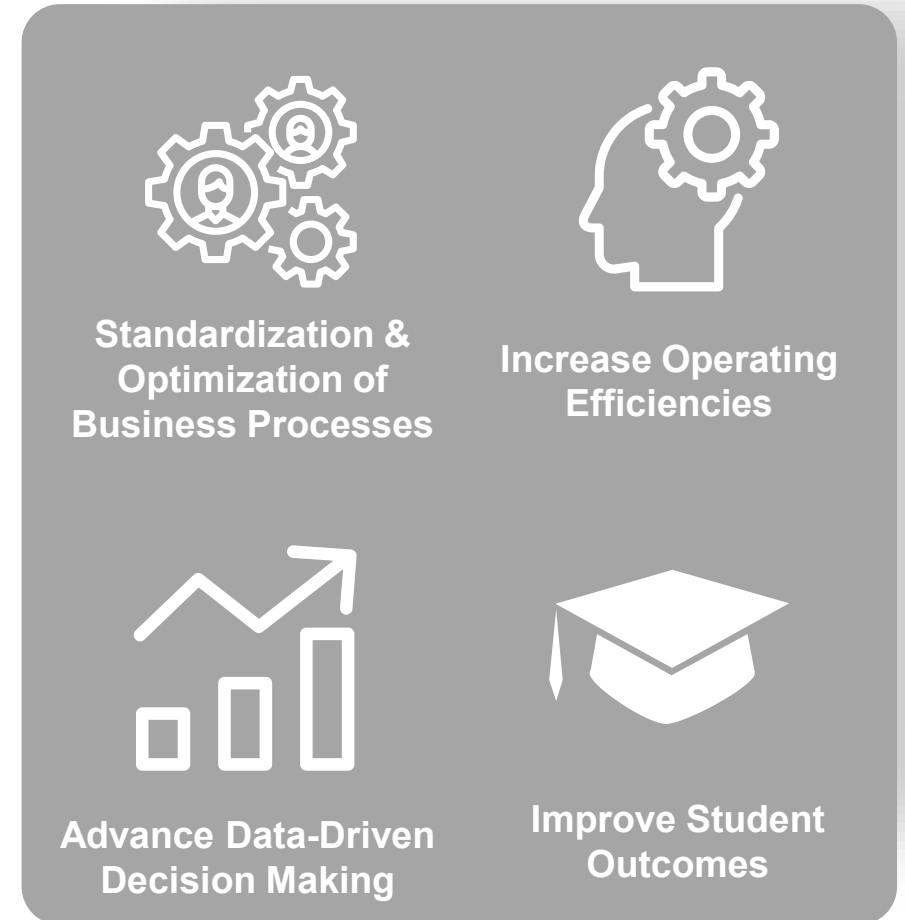


# The “Why”

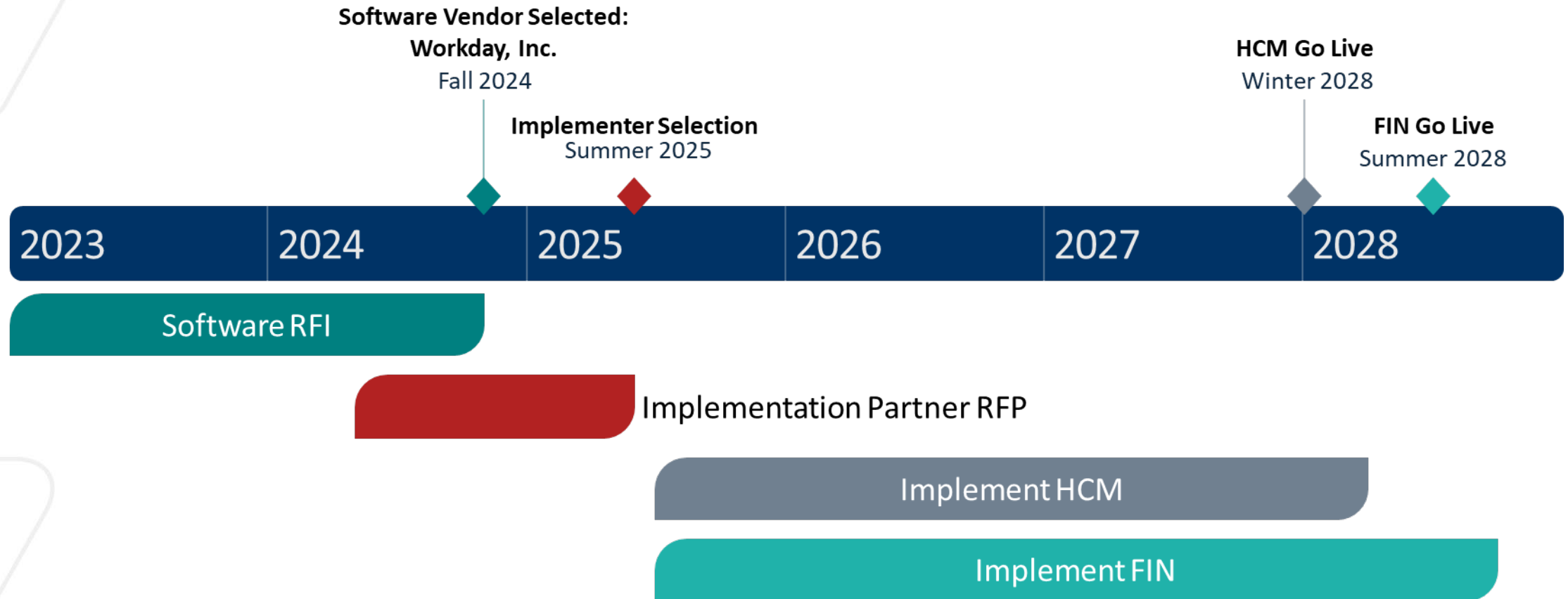
## Current Challenges



## Vision

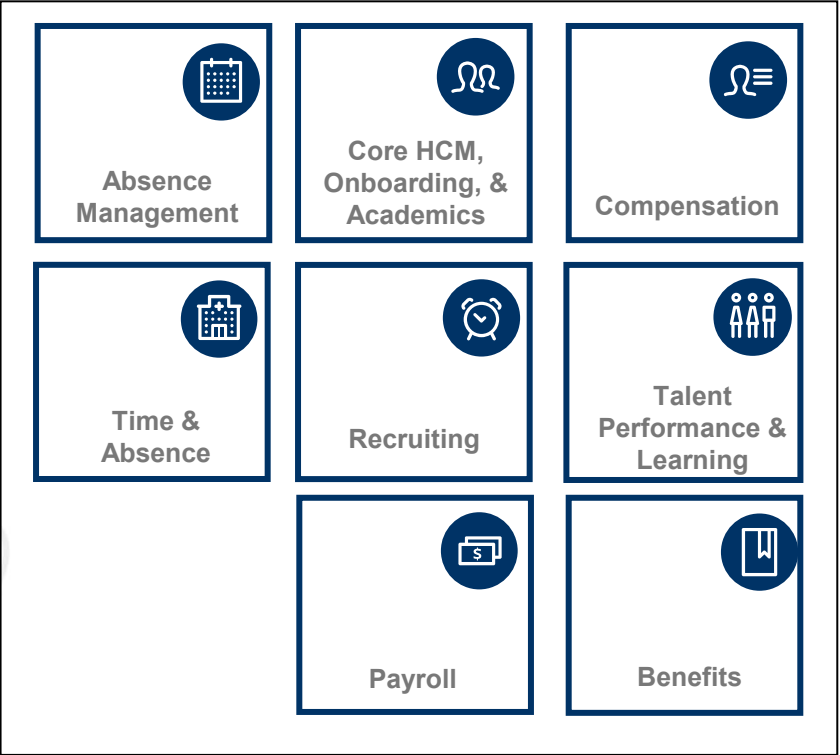


# Unified ERP Project Timeline (go-live tentative)

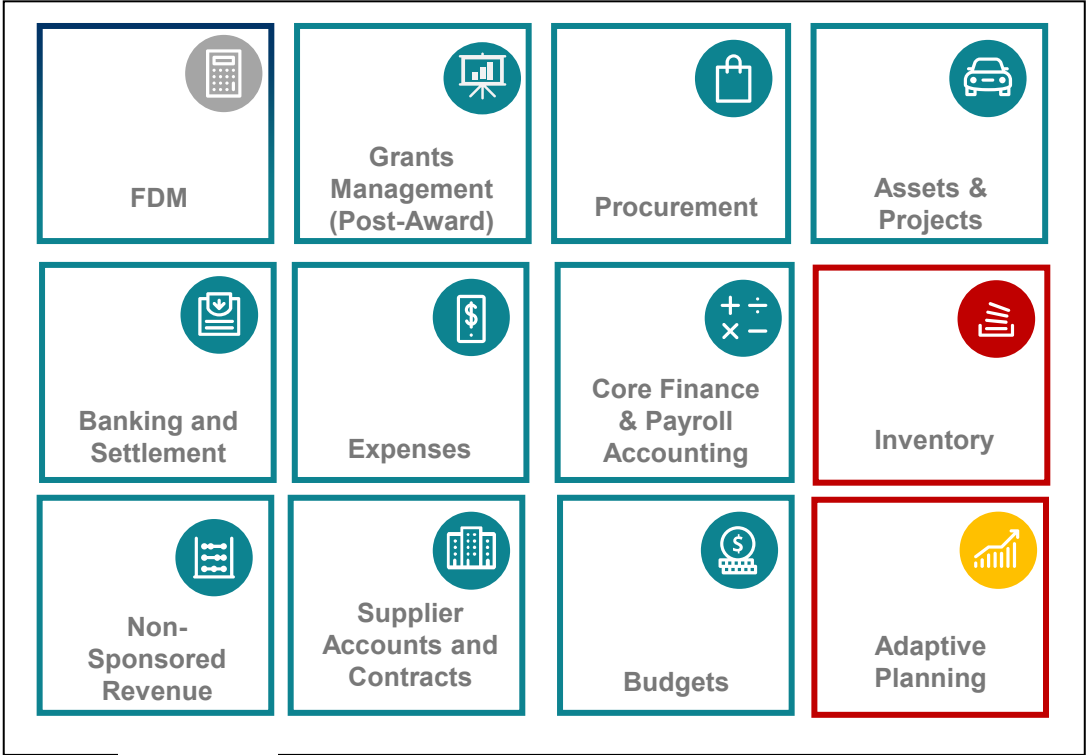


# Program Scope

## Workday HCM



## Workday Finance

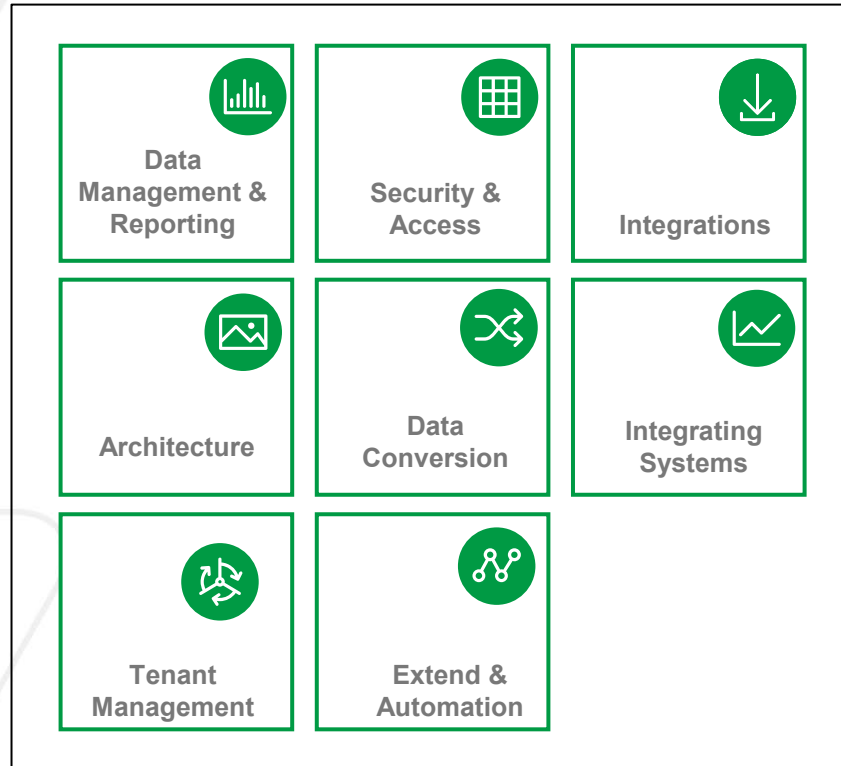


KEY

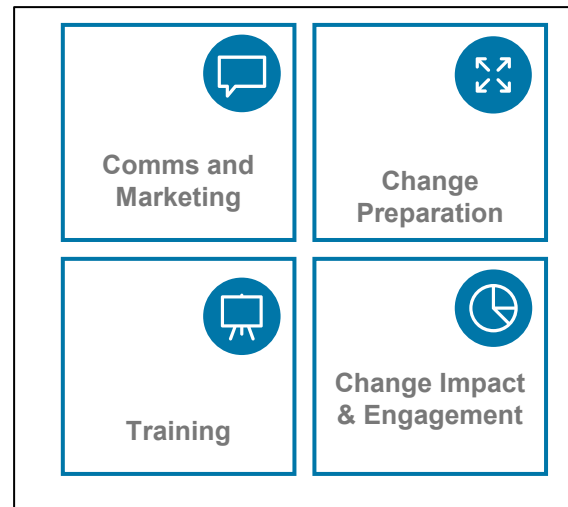


# Program Scope

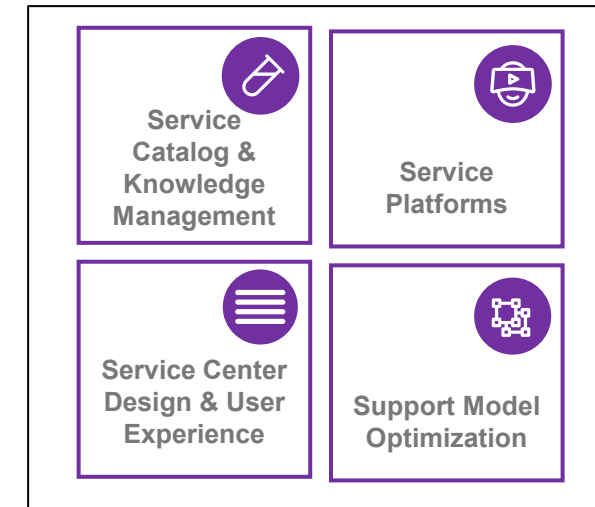
## TECHNICAL ENABLEMENT & INFRASTRUCTURE



## ORGANIZATIONAL CHANGE MANAGEMENT



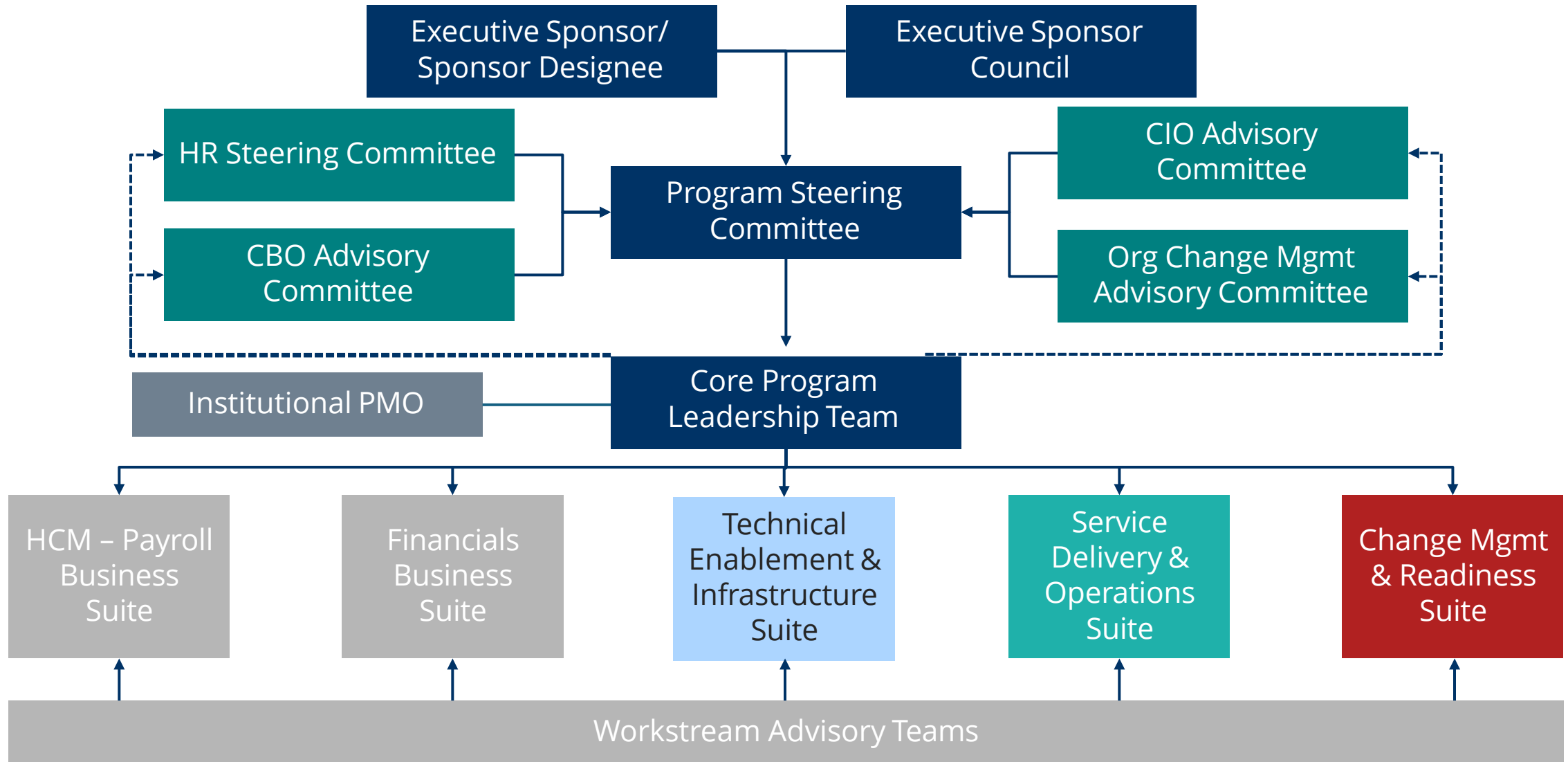
## SERVICE DELIVERY



# Unified ERP Program Governance Structure (USG)



UNIVERSITY SYSTEM  
OF GEORGIA





# IMPACT Team

## Institutional Management of Program and Change Transformation

### Institutional Sponsor

- Active and Visible Participation
- Build Sponsorship Coalition
- Communicate Directly

*GT's Institutional Sponsors are Ron Johnson and Tricia Chastain*



### Institutional Lead

- Oversees day-to-day coordination of project activities at institution

*GT has identified an interim Institution Lead while recruiting for this position*

### Institutional OCM Lead

- Coordinates and executes change management activities to prepare stakeholders

*GT has identified an interim OCM Lead while recruiting for this position*

# Current Status

# Resource Onboarding | Leads

Own the design and implementation plan for the workstream, ensuring coherence, quality, and cross-functional alignment.

| Georgia Tech Plan Leads |                               |                            |
|-------------------------|-------------------------------|----------------------------|
| Business Suite          | Workstream                    | Name                       |
| Financials              | Banking & Settlement          | Tray Mathis                |
|                         | Financials + Payroll; FDM     | Carol Gibson               |
|                         | Grants                        | Amy Zhang                  |
|                         | Procurement                   | Jacqueline (Jaci) Anderson |
|                         | Supplier Accounts             | Jennifer Jacobs            |
| HR / Payroll            | Time Tracking                 | Christine Jones            |
| Technical               | Architecture                  | Andrew Dietz               |
|                         | Data Management / Reporting   | Andre Goodman              |
|                         | Integrations                  | Chhaya Amin                |
|                         | System Remediation & Retrofit | Casey Chaviano             |

# Resource Onboarding | Plan Phase Strategists

During the Planning Phase, Strategists assist Workstream Leads in scoping and strategy discussions and in developing foundational documentation that will guide subsequent phases.

| Georgia Tech Plan Phase Strategists |   |                 |
|-------------------------------------|---|-----------------|
| Business Suite                      | Workstream                              | Name            |
| Financials                          | Financials + Payroll; FDM               | Carol Gibson    |
|                                     | Financials + Payroll; FDM               | Amy Herron      |
|                                     | Service Center Design & User Experience | Erin Mitchell   |
| Technical                           | Architecture                            | Andrew Dietz    |
|                                     | Data Management / Reporting             | Andre Goodman   |
|                                     | Data Management / Reporting             | Nick Chaviano   |
|                                     | Extend & Automation                     | Brent O'Guin    |
|                                     | Extend & Automation                     | Dan Zealy       |
|                                     | Extend & Automation                     | Angelle Hammond |
|                                     | Integrations                            | Chhaya Amin     |
|                                     | Security & Access                       | Marvin Petty    |
|                                     | Service Center Design & User Experience | Maria Hunter    |
|                                     | System Remediation & Retrofit           | Casey Chaviano  |

# Resource Onboarding | Analysts

Provide hands-on process design, requirements gathering, and system configuration.

| Financials Analysts              |                    |
|----------------------------------|--------------------|
| Workstream                       | Name               |
| Assets & Projects                | Kelly MacArthur    |
| Customer Accounts                | Xin Mu             |
| Financial/<br>Payroll Accounting | Lee Wates          |
|                                  | Serena Simpson     |
|                                  | Antinina Wilkerson |
|                                  | Jason Cole         |
|                                  | Tabitha West       |
|                                  | Stephen Hutchings  |
|                                  |                    |
| Grants                           | Mary Balsor        |
|                                  | Doug Feller        |
| Inventory                        | <i>On Hold</i>     |
| Planning & Budgeting             | Justin White       |
| Procurement                      | Jennifer Jacobs    |
|                                  | Whitney Tate       |
| Projects                         | Felicia Jester     |

| HR / Payroll Analysts |                   |
|-----------------------|-------------------|
| Workstream            | Name              |
| Absence               | Moira Roby        |
|                       | Rhonda Patton     |
| Academics             | David Bamburowksi |
| Benefits              | Yolanda McDaniel  |
| Compensation          | Valerie Gwynn     |
|                       | Antonyqua Knox    |
| Core HCM              | Stephen Hutchings |
| Learning              | Cassie Coberly    |
| Payroll               | Angela Petty      |
| Recruiting            | Badra Jaden       |
| Talent Optimization   | Jihan Charles     |
| Time Tracking         | Rhonda Patton     |
|                       | Jeremy Bush       |

| Service Delivery & Operations and Technical Analysts |   |                 |
|--|---|-----------------|
| Business Suite                                       | Workstream                              | Name            |
| Serv Del & Ops                                       | Service Center Design & User Experience | Jalen Smith     |
| Technical  | Data Conversion                         | Leslie Hall     |
|  |   | Jordan Thomas   |
|  | Data Management & Reporting             | Taylor Ferguson |
|  | Security & Access                       | Marvin Petty    |
|  |   | Ginny Ray       |



# Resource Onboarding | Advisors

DRAFT list – will add more campus representatives 121

Provide institutional insight and review final processes to ensure alignment and functionality.

| Financials Advisors              |                    |
|----------------------------------|--------------------|
| Workstream                       | Name               |
| Assets & Projects                | Jerome White       |
|                                  | Meagan Fitzsimons  |
| Banking & Settlement             | Emerald Haynes     |
| Customer Accounts                | Gloria Kobus       |
| Expenses                         | Jennifer Jacobs    |
|                                  | Xinia Richards     |
|                                  | Laura Jamison      |
| FDM                              | Carol Gibson       |
|                                  | Amy Herron         |
| Financial/<br>Payroll Accounting | Amy Herron         |
|                                  | Carolyn Brathwaite |
| Grants                           | Jonathon Jeffries  |
|                                  | Glenn Campopiano   |
| Procurement                      | Erin Mitchell      |

| HR / Payroll Advisors |                       |
|-----------------------|-----------------------|
| Workstream            | Name                  |
| Absence               | Cynthia Hatchett      |
|                       | Jerri Phillips        |
| Benefits              | Cynthia Hatchett      |
| Compensation          | Cedric Franklin       |
|                       | Kolette Rogers        |
| Core HCM              | Kevin Merkel          |
|                       | Lori Jones            |
|                       | Badra Jaden           |
| Learning              | Diamond Ford          |
|                       | LaTrese Ferguson      |
|                       | Sarah Cockrell        |
| Payroll               | Jerri Phillips        |
|                       | Kedrich Claiborne     |
| Recruiting            | Cornisa Alston        |
| Talent Optimization   | Alexa Jackson-Presley |
| Time Tracking         | Jerri Phillips        |

| Service Delivery & Operations and Technical Advisors |   |                 |
|--|---|-----------------|
| Business Suite                                       | Workstream                              | Name            |
| Serv Del & Ops                                       | Service Catalog & Knowledge Management  | LaStacy Whitman |
|  | Service Center Design & User Experience | Erin Mitchell   |
|  |   | Maria Hunter    |
|  | Service Operations & Optimization       | Greg Phillips   |
|  |   | David Adcock    |
|  | Support Platforms                       | Noel Moreno     |
|  | Service Center Design & User Experience | LaStacy Whitman |
| Technical  | Service Catalog & Knowledge Management  | Oliver Samuel   |
|  | Data Management & Reporting             | Nick Chaviano   |
|  | Extend & Automation                     | Brent O'Guin    |
|  | Extend & Automation                     | Chhaya Amin     |
|  | Extend & Automation                     | Dan Zealy       |
|  | Integrations                            | Leslie Hall     |
|  | Extend & Automation                     | Angelle Hammond |

# Resource Onboarding | Specialists

DRAFT list – will add more <sup>122</sup>  
campus representatives

Provide targeted, niche expertise for specific decisions or process areas.

| Financials Specialists           |                  |
|----------------------------------|------------------|
| Workstream                       | Name             |
| Assets & Projects                | Michael Barnwell |
|                                  | Amy Herron       |
| Banking & Settlement             | Mark Barrett     |
| Expenses                         | Beth Ann Vargo   |
| Financial/<br>Payroll Accounting | Aparna Mandiga   |
|                                  | Ana Sahasrabudhe |
| Grants                           | Chris Cho        |
|                                  | Josh Rosenberg   |
|                                  | Sandy Mason      |
| Procurement                      | Lydia Liford     |
|                                  | Maureen Reid     |

| HR / Payroll Specialists |                     |
|--------------------------|---------------------|
| Workstream               | Name                |
| Absence                  | Christine Jones     |
| Benefits                 | Moirra Roby         |
|                          | Jim Wallace         |
| Compensation             | Mandy Warfel        |
|                          | George Reutter      |
|                          | Julia Hodges        |
| Core HCM                 | Andy Moxley         |
|                          | Santriesa Glover    |
|                          | Karine Avagian      |
|                          | Adrienne Johnson    |
| Payroll                  | Elicia Burroughs    |
|                          | Cebritia Roberts    |
|                          | Maria Coleman       |
|                          | Gregory Hampton     |
|                          | Miriam Jackson      |
| Talent Optimization      | Adrienne Richardson |
| Time Tracking            | Aparna Mandiga      |

# Upcoming

# 120-day view (USG project)

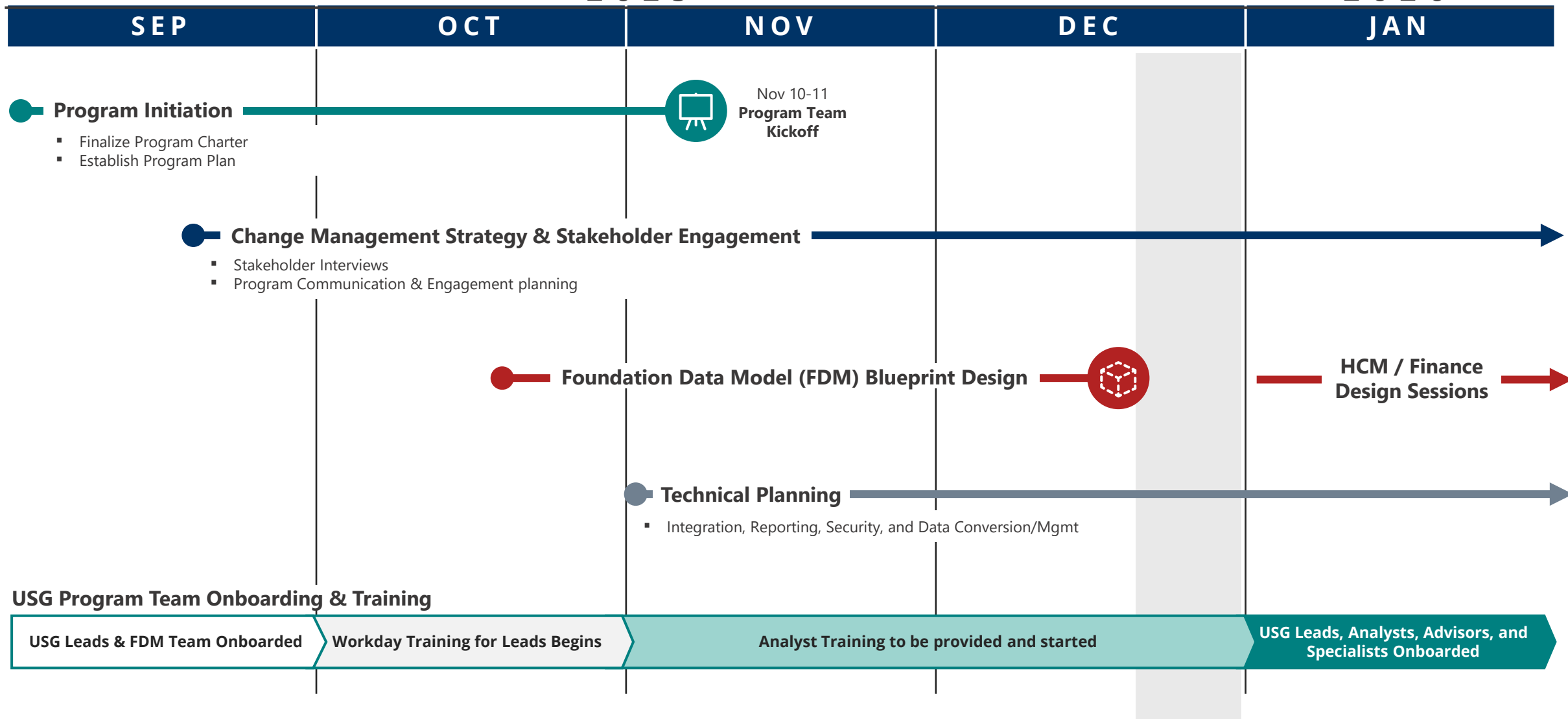
DRAFT



UNIVERSITY SYSTEM  
OF GEORGIA

2025

2026



# Coming Next Spring



UNIVERSITY SYSTEM  
OF GEORGIA

## **“All Aboard: Public Program Launch”**

*Join the journey to a more connected, future-ready USG*

**Interested in actively participating?  
Let us know at [finance@gatech.edu](mailto:finance@gatech.edu)**



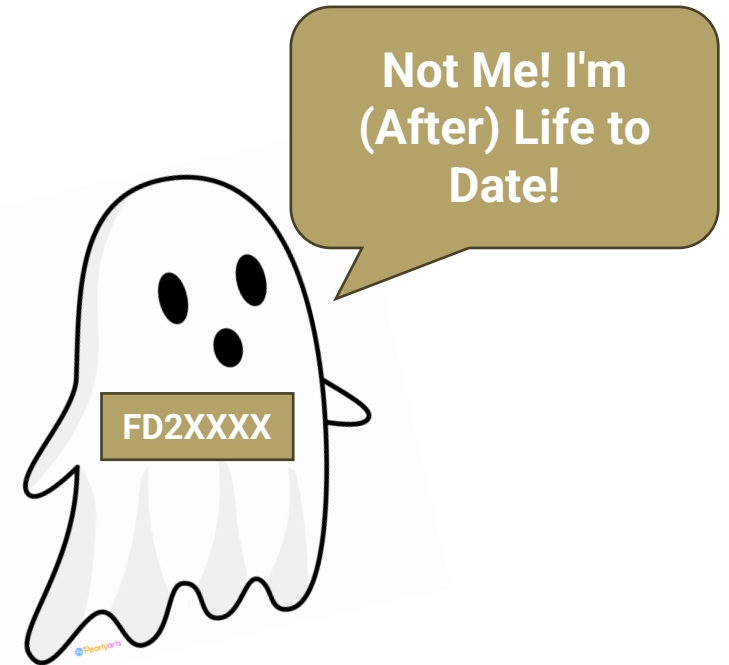
# Financial Compliance Update

Amry Leroux, Director, Financial Audit and Compliance  
Controller's Office

# Review Prior Year Purchase Orders

**For Prior Year (PY) Purchase Orders (PO) on Non-Sponsored Funds, Review P00ELS report on Controller's Website**

- Purchase Order Obligation and Expense Ledger Summary Report (P00ELS)
- <https://controller.gatech.edu/purchase-order-obligation>



# Review Prior Year Purchase Orders

## Review and make updates as needed:

- ☐ Services/Construction still in progress? Ok, but be able to justify your aging POs!
- ☐ Goods never arrived due to an issue with the Supplier or the Goods?
  - Close PO via Change Order Requisition or ServiceNow Request
  - Enter a Procurement Requisition with PY Budget Ref & Fund from Original PO
    - ✓ Get a new quote/items from Punchout
    - ✓ Requisition will route to the Controller's Office for approval
    - ✓ Reference original PY PO number in the memo or description field
    - ✓ Must be for similar good / service
- ☐ Duplicate PO or PO Not Needed?
  - Close PO via Change Order Requisition or ServiceNow Request



# Lapsing Funds Process

- Prior Year Funds that are not obligated at year-end for the fund groups below are lapsed (returned) to the State:


| Fund Group   | Fund Codes  |
|--|---|
| Resident Instruction                               | <ul style="list-style-type: none"><li>• FD10000 – State Appropriations – Education and General</li><li>• FD10500 – Tuition – Education and General</li><li>• FD10600 – Other General – Education and General</li><li>• FD50000 – Unexpended Plant</li></ul> |
| Enterprise Innovation Institute (EI <sup>2</sup> ) | <ul style="list-style-type: none"><li>• FD11015 – State Appropriations - EI<sup>2</sup></li></ul>   |
| Georgia Tech Research Institute (GTRI)             | <ul style="list-style-type: none"><li>• FD11021 – State Appropriations - GTRI</li></ul>   |

- Controller's Office Compliance Team has started reaching out about larger lapsing balances– asking for confirmation of/reason for lapse
  - ✓ “We closed the PO” is not a sufficient reason; We need the *why*



# Allowable Cost Matrix


- Please submit questions via [ServiceNow](#); Financials > Scroll to bottom of the page

 Georgia Tech


Financials Administration Support

[Home](#) | [Workspaces](#) | [Knowledge](#) | [My Requests](#) | [My Approvals](#) | [AL](#) Amy Leroux

Before



After




What's New with the Financials Portal?  
[Click here to learn more about the changes to the new Financials Portal](#)


Financial Services Topics

|  |  |  |
|--|--|--|
| <b>Banking and Settlement</b><br>Treasury Services | <b>Budgets and Planning</b><br>Maintenance • Reports • Forecasting | <b>Business Assets</b><br>Asset Mgmt • Surplus • Logistics |
| <b>Expenses</b><br>Travel and Expenses             | <b>Financial Accounting</b><br>General Ledger • Accounting         | <b>Foundation Data Model</b><br>FDM • Request Changes      |
| <b>Grants</b><br>Manage • Award Lifecycle • Deltek | <b>Procurement</b><br>eProcurement • BuzzMart                      | <b>PCard</b><br>Procurement Card Services                  |
| <b>Reporting</b><br>Request • Change • Update      | <b>Supplier Accounts</b><br>Vendor Mgmt • Accounts Payable         | <b>Workday</b><br>Audit • Report • Planning                |


Need Financial Services Help?




**Financials Change Request**  
Request a change to Workday Financials



**Have an issue?**  
Submit a Finance Incident request



**Allowable Cost Matrix Inquiry**  
Submit Questions about the Allowable Cost Matrix Inquiry



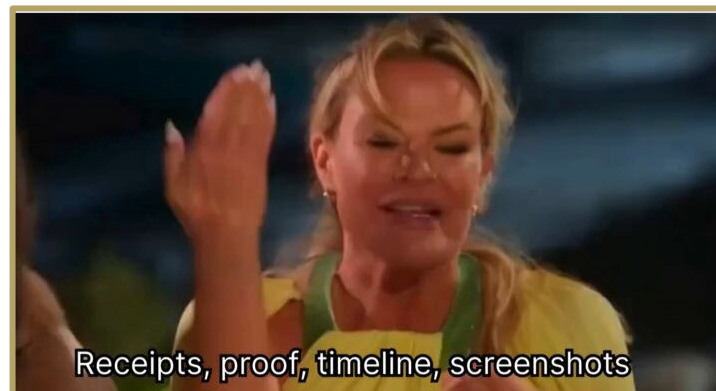
**Call Us**  
(404) 385-5555  
Speak with a financials expert.



# Journal Entry Documentation

## Accurate and Relevant Documentation in Workday

- Key Question: Does the documentation support the transaction?
- Ask yourself these questions:
  - Will the reviewer understand the reason for the entry?
    - A short narrative could help. For example, the purpose of this entry is to . . . .
  - Will the reviewer be able to find the numbers in the journal entry?
    - Consider highlighting numbers.
  - Will you be able to follow your work if asked questions by an auditor?
    - Documentation can be followed like a procedure next year



# Journal Entry Documentation

## Documentation Suggestions

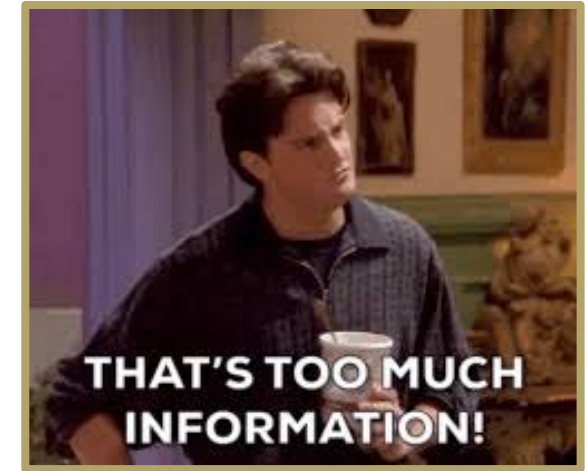
- Must document even when it's not required as an attachment in Workday
  - Example: Supplier Invoice Accounting Adjustments (SIAA's)
- For Excel spreadsheets, consider creating a tab specific for the journal entry
- Copy Teams messages for documentation, if relevant and professional
- Use tools like highlighting, drawing, text boxes, etc. to show reviewers where to look



# Journal Entry Documentation

## Are you providing too much documentation in Workday?

- Consider data security and sensitivity
- Do you need all the tabs in the spreadsheet?
  - Consider having a working version and version for Workday
- Email Documentation
  - Don't necessarily need to include all emails
  - Please make sure they are professional
  - Consider sending a separate email once the decision is made that will be used for documentation



# Protecting Donor Info & Personal Info

## Donor Information

- Donor information is often **sensitive** and **confidential**.
- Attachments in Workday are subject to **Open Records Requests**.
- Please **don't include sensitive donor information** such as names, addresses, and phone numbers.
- If the document needs to be included to support the transaction, then please **redact the sensitive information**.



12:00 pm – Campaign Reception begins

Host: [REDACTED]

Address: [REDACTED]

Attendees: ~25 donors, alumni, friends, and GT Staff

## Personal Information

- Please also redact personal information like phone numbers and account numbers.

# Journal Entry Documentation – Spooky Journal

Journal Entry Information

Originated by Amry S Leroux

Accounting Date 08/13/2024

Currency USD

Period Aug-FY25 Actuals (C0503 Georgia Institute of Technology)

Ledger C0503 Georgia Institute of Technology : Actuals

Journal Source CON - Controller's Office

Balancing Fund FD00000 INTERFUND CLEARING

Book Code (empty)



Journal Entry Details

Memo Fix to AUX SNP - 228020

External Reference ID (empty)

Adjustment Journal No

Create Reversal No

Balanced Yes

Total Ledger Debits 391,533.00

Total Ledger Credits 391,533.00

As Entered

Journal Entry Lines 5 items

| Company                               | Ledger Account         | Debit Amount | Credit Amount | Memo                                     | Designated   | *Additional Worktags   |
|---------------------------------------|------------------------|--------------|---------------|--|--|--|
| C0503 Georgia Institute of Technology | 228020:Pay Ded - MARTA |              | 15.00         | Fix to AUX SNP - Negative Account...more | DE00015860 Heath Initiatives Health Fees             | Assignee: Daniel Taylor - dtaylor44<br>Balancing Unit: BU149 AUX - Health<br>Budget Reference: BR25<br>Class: CL42100 Auxiliary Enterprises - Institution Operated<br>Cost Center: CC000410 AUX - Health Initiatives<br>More (2) |
| C0503 Georgia Institute of Technology | 228020:Pay Ded - MARTA | 66,660.00    |               | Fix to AUX SNP - Negative Account...more |  | Budget Reference: BR25<br>Fund: FD12270 Auxiliary Enterprises - Other Organizations  |
| C0503 Georgia Institute of Technology | 228020:Pay Ded - MARTA | 100.00       |               | Fix to AUX SNP - Negative Account...more | DE00007052 PRK Parking Lots Operations               | Assignee: Brad Morris - bmorris30<br>Balancing Unit: BU154 AUX - Parking<br>Budget Reference: BR25<br>Class: CL42100 Auxiliary Enterprises - Institution Operated<br>Cost Center: CC000027 AUX - Parking<br>More (2)             |
| C0503 Georgia Institute of Technology | 228020:Pay Ded - MARTA | 63,751.00    |               | Fix to AUX SNP - Negative Account...more |  | Budget Reference: BR25<br>Fund: FD62000 Custodial - Payroll Operations   |
| C0503 Georgia Institute of Technology | 228020:Pay Ded - MARTA |              | 130,496.00    | Fix to AUX SNP - Negative Account...more | DE00000571 BUZZ BuzzCard - Campus One Card Operation | Assignee: Carolina Amero - camero3<br>Balancing Unit: BU145 AUX - BuzzCard<br>Budget Reference: BR25<br>Class: CL42100 Auxiliary Enterprises - Institution Operated<br>Cost Center: CC000012 AUX - BuzzCard Center<br>More (2)   |



# Journal Entry Compliance – Spooky Journal

Journal Lines   Status History   **Attachments**   Process History

**Attachments**

 Trial Balance - Acct #228020 by Fund & Designated.xlsx  
Uploaded by Amry S Leroux

Purpose of journal?

| Debit Amount | Credit Amount |
|--------------|---------------|
|              | 15.00         |
| 66,660.00    |               |
| 100.00       |               |
| 63,751.00    |               |
|              | 130,496.00    |

Source for this number?

AutoSaveOff

Trial Balance - Acct #228020 by Fund & Designated (2)...

Search

FileHomeInsertDrawPage LayoutFormulasDataReviewViewAutomateDeveloperHelpAcrobat

Paste

Clipboard

Arial10

B I U

Font

Alignment

General

\$ %

Number

Conditional Formatting

Format as Table

Cell Styles

Styles

Insert

Delete

Format

Cells

Editing

Add-ins

Add-ins

G45

|    |                        |  |   |                   |              |               |                |
|----|------------------------|--|---|-------------------|--------------|---------------|----------------|
|    | A                      | B  | C   | D                 | E            | F             | G              |
| 1  | Trial Balance          |  |   |                   |              |               |                |
| 2  | Organization           | CO503 Georgia Institute of Technology                |   |                   |              |               |                |
| 3  | Periods                | FY24 : Jul - Jun                                     |   |                   |              |               |                |
| 4  | Ledger                 | Actuals  |   |                   |              |               |                |
| 5  | Ledger Account/Summar  | 228020:Pay Ded - MARTA                               |   |                   |              |               |                |
| 6  | Display Worktag Type   | Designated   |   |                   |              |               |                |
| 7  | Book                   | Fund   |   |                   |              |               |                |
| 8  | Company Currency       | Annual Financial Statement Reporting                 |   |                   |              |               |                |
| 9  | Translation Currency   | USD  |   |                   |              |               |                |
| 10 | Run                    | 8/13/2024 13:51                                      |   |                   |              |               |                |
| 11 | Consolidation Data     |  |   |                   |              |               |                |
| 12 | Ledger Account         | Designated   | Fund  | Beginning Balance | Debit Amount | Credit Amount | Ending Balance |
| 13 | 228020:Pay Ded - MARTA |  | FD12270 Auxiliary Enterprises - Other Organizations | (66,660.00)       | 0.00         | 0.00          | (66,660.00)    |
| 15 | 228020:Pay Ded - MARTA |  | FD62000 Custodial - Payroll Operations              | (87,200.00)       | 151,524.00   | 152,405.00    | (88,081.00)    |
| 19 | 228020:Pay Ded - MARTA | DE00000571 BUZZ BuzzCard - Campus One Card Operation | FD12270 Auxiliary Enterprises - Other Organizations | 130,496.00        | 0.00         | 0.00          | 130,496.00     |
| 20 | 228020:Pay Ded - MARTA | DE00007052 PRK Parking Lots Operations               | FD12250 Auxiliary Enterprises - Parking             | (100.00)          | 0.00         | 0.00          | (100.00)       |
| 24 | 228020:Pay Ded - MARTA | DE00015860 Heath Initiatives Health Fees             | FD12240 Auxiliary Enterprises - Health Enterprises  | 15.00             | 0.00         | 0.00          | 15.00          |
| 25 | Total                  |  |   | (23,449.00)       | 151,524.00   | 152,405.00    | (24,330.00)    |
| 26 |                        |  |   |                   |              |               |                |

# Journal Entry Compliance – Spooky Journal

## What did this Journal Need?

- More detailed description of the purpose of the journal
  - ✓ Could have included the original report with the error that sparked need for the entry; Teams chat between the team members that worked on the resolution
- Support for every number



# Journal Entry Compliance – Better Practice

Originated by Amry S Leroux  
Accounting Date 10/09/2024  
Currency USD  
Period Oct-FY25 Actuals (CO503 Georgia Institute of Technology)  
Ledger CO503 Georgia Institute of Technology : Actuals  
Journal Source CON - Controller's Office  
Balancing Fund FD00000 INTERFUND CLEARING  
Book Code (empty)

Memo POOLES Review 10.9.24 - Overspends  
External Reference ID (empty)  
Adjustment Journal No  
Create Reversal No  
Balanced Yes  
Total Ledger Debits 2,459.04  
Total Ledger Credits 2,459.04

Good description!

You are going to see this number again!

Details on each line!

As Entered

Journal Entry Lines 20 items

| Company                               | Ledger Account   | Debit Amount | Credit Amount | Memo                     | External Reference ID | Spend Category   | Revenue Category | Designated  | *Additional Worktags  |
|---------------------------------------|--|--------------|---------------|--------------------------|-----------------------|--|------------------|---|---|
| CO503 Georgia Institute of Technology | 714102:Supplies and Materials - Instructional / Lab Supplies | 1,039.00     |               | Should have been on BR25 | PO-5451056            | SC714102 - Supplies and Materials - Instructional / Lab Supplies |                  | DE00020469 CHEM - CoS/EVPR - START UP - Equip/M&S - Das | Assignee: Aditi Das - adas367<br>Budget Reference: BR25<br>Class: CL11200 State Appropriations<br>Cost Center: CC000054 COS/CHEM - Chemistry and Biochemistry<br>Function: FN12212 Indirect Research - Start-Up<br>More (2) |
| CO503 Georgia Institute of Technology | 714102:Supplies and Materials - Instructional / Lab Supplies |              | 1,039.00      | Should have been on BR25 | PO-5451056            | SC714102 - Supplies and Materials - Instructional / Lab Supplies |                  | DE00020469 CHEM - CoS/EVPR - START UP - Equip/M&S - Das | Assignee: Aditi Das - adas367<br>Budget Reference: BR24<br>Class: CL11200 State Appropriations<br>Cost Center: CC000054 COS/CHEM - Chemistry and Biochemistry<br>Function: FN12212 Indirect Research - Start-Up<br>More (2) |
| CO503 Georgia Institute of Technology | 714100:Supplies and Materials                                | 732.13       |               | Should have been on BR25 | PO-5443229            | SC714100 - Supplies and Materials                                |                  | DE00005399 GWW-ME Yuhang Hu - Startup Equipment         | Assignee: Yuhang Hu - yhu462<br>Budget Reference: BR25<br>Class: CL11200 State Appropriations<br>Cost Center: CC000259 COE/ME - George W. Woodruff Mechanical Engineering<br>Function: FN12212 Indirect Research - Start-Up |

# Journal Entry Compliance – Better Practice

Journal Lines

Status History

Attachments

Process History

Attachments

XLS

POOLES EIB Overspends\_10.7.xlsx

Uploaded by Amry S Leroux

Comment (empty)

XLS

POOELS JE Support\_10.07.xlsx

Uploaded by Amry S Leroux

Comment (empty)



AutoSave Off

POOELS JE Support\_10.07 (1).xlsx - 2

Search

LA

Comments

Share

|    | A                      | B                       | C        | D                    | E              | F       | G       | H           | I          | M                | N                                |
|----|------------------------|-------------------------|----------|----------------------|----------------|---------|---------|-------------|------------|------------------|----------------------------------|
| 1  | POOELS Journal Entries |                         |          |                      |                |         |         |             |            |                  |                                  |
| 2  | Date Prepared:         | 10.9.24                 |          |                      |                |         |         |             |            |                  |                                  |
| 3  | Prepared by:           | Amry Stanley            |          |                      |                |         |         |             |            |                  |                                  |
| 4  |                        |                         |          |                      |                |         |         |             |            |                  |                                  |
| 5  | JE Description:        | POOELS Review - 10.9.24 |          |                      |                |         |         |             |            |                  |                                  |
| 6  |                        |                         |          |                      |                |         |         |             |            |                  |                                  |
| 7  | Account #              | Debit                   | Credit   | External Ref ID (PO) | Rev /Spend Cat | Fund    | Class   | Cost Center | Designated | Budget Reference | Supplier                         |
| 8  | 714100                 | 31.98                   |          | PO-5396255           | SC714100       | FD10600 | CL11300 | CC000031    | DE00007678 | BR25             | Holtco dba Southeast Link        |
| 9  | 714100                 | 732.13                  |          | PO-5443229           | SC714100       | FD10000 | CL11200 | CC000259    | DE00005399 | BR25             | Fisher Scientific Co LLC         |
| 10 | 714102                 | 1,039.00                |          | PO-5451056           | SC714102       | FD10000 | CL11200 | CC000054    | DE00020469 | BR25             | Cayman Chemical Company Inc      |
| 11 | 714102                 | 97.88                   |          | PO-5426689           | SC714102       | FD10500 | CL11800 | CC000080    | DE00024010 | BR25             | Technical & Educational Training |
| 12 | 714104                 | 89.74                   |          | PO-5354372           | SC714104       | FD14100 | CL41100 | CC000057    | DE00018333 | BR25             | Canon Financial Services Inc     |
| 13 | 714111                 | 17.26                   |          |                      | SC714111       | FD10000 | CL11200 | CC000259    | DE00005341 | BR25             | UPS                              |
| 14 | 714200                 | 192.72                  |          | PO-5426795           | SC714200       | FD14200 | CL41200 | CC000352    | DE00018647 | BR25             | Promo Entertainment c/o iPROM    |
| 15 | 719200                 | 0.48                    |          | PO-5427437           | SC719201       | FD10500 | CL11800 | CC000083    | DE00022389 | BR25             | Canon USA Inc                    |
| 16 | 719200                 | 107.85                  |          | PO-5354339           | SC719201       | FD10500 | CL11800 | CC000068    | DE00001354 | BR25             | Canon USA Inc                    |
| 17 | 733100                 | 150                     |          | PO-5421221           | SC733100       | FD10000 | CL11200 | CC000099    | DE00002079 | BR25             | Artelys Corp                     |
| 18 | 714100                 |                         | 31.98    | PO-5396255           | SC714100       | FD10600 | CL11300 | CC000031    | DE00007678 | BR24             | Holtco dba Southeast Link        |
| 19 | 714100                 |                         | 732.13   | PO-5443229           | SC714100       | FD10000 | CL11200 | CC000259    | DE00005399 | BR24             | Fisher Scientific Co LLC         |
| 20 | 714102                 |                         | 1,039.00 | PO-5451056           | SC714102       | FD10000 | CL11200 | CC000054    | DE00020469 | BR24             | Cayman Chemical Company Inc      |
| 21 | 714102                 |                         | 97.88    | PO-5426689           | SC714102       | FD10500 | CL11800 | CC000080    | DE00024010 | BR24             | Technical & Educational Training |
| 22 | 714104                 |                         | 89.74    | PO-5354372           | SC714104       | FD14100 | CL41100 | CC000057    | DE00018333 | BR24             | Canon Financial Services Inc     |
| 23 | 714111                 |                         | 17.26    |                      | SC714111       | FD10000 | CL11200 | CC000259    | DE00005341 | BR24             | UPS                              |
| 24 | 714200                 |                         | 192.72   | PO-5426795           | SC714200       | FD14200 | CL41200 | CC000352    | DE00018647 | BR24             | Promo Entertainment c/o iPROM    |
| 25 | 719200                 |                         | 0.48     | PO-5427437           | SC719201       | FD10500 | CL11800 | CC000083    | DE00022389 | BR24             | Canon USA Inc                    |
| 26 | 719200                 |                         | 107.85   | PO-5354339           | SC719201       | FD10500 | CL11800 | CC000068    | DE00001354 | BR24             | Canon USA Inc                    |
| 27 | 733100                 |                         | 150      | PO-5421221           | SC733100       | FD10000 | CL11200 | CC000099    | DE00002079 | BR24             | Artelys Corp                     |
| 28 |                        |                         |          |                      |                |         |         |             |            |                  |                                  |
| 29 |                        |                         |          |                      |                |         |         |             |            |                  |                                  |
| 30 |                        |                         |          |                      |                |         |         |             |            |                  |                                  |
| 31 |                        |                         |          |                      |                |         |         |             |            |                  |                                  |
| 32 |                        |                         |          |                      |                |         |         |             |            |                  |                                  |

JE Support

POOELS Excerpts

+

Ready Accessibility: Good to go

110%



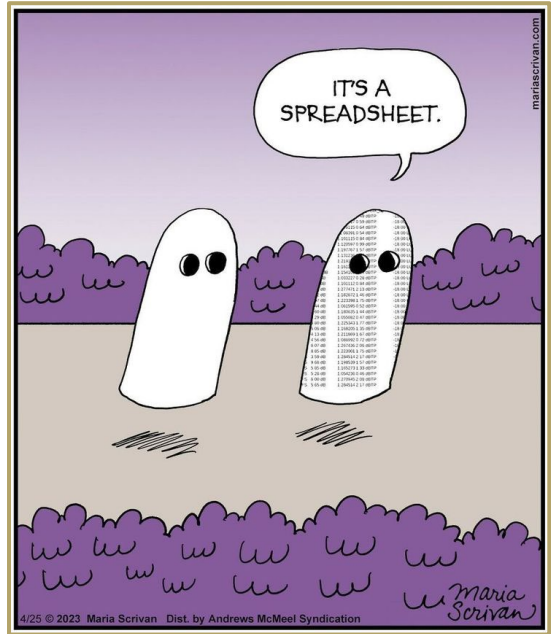
| Cost Center | Designated | Budget Reference | Supplier               | PO Field   | Sum of Carry Fwd Budget | Sum of YTD Obligations | Sum of YTD Expense | Lapsed / (Overspent) Amount | Comment                   |
|-------------|------------|------------------|------------------------|------------|-------------------------|------------------------|--------------------|-----------------------------|---------------------------|
| CC000031    | DE00007678 | BR24             | Holtco dba Southeas    | PO-5396255 | 8,407.06                | -                      | 8,439.04           | (31.98)                     | Overspent                 |
| CC000259    | DE00005399 | BR24             | Fisher Scientific Co I | PO-5443229 | -                       | -                      | 732.13             | (732.13)                    | Should have been on BR25  |
| CC000054    | DE00020469 | BR24             | Cayman Chemical C      | PO-5451056 | -                       | -                      | 1,039.00           | (1,039.00)                  | Should have been on BR25  |
| CC000080    | DE00024010 | BR24             | Technical & Educatio   | PO-5426689 | 3,135.00                | -                      | 3,232.88           | (97.88)                     | Freight Higher than Quote |
| CC000057    | DE00018333 | BR24             | on Financial Ser       | PO-5354372 | 827.33                  | -                      | 917.07             | (89.74)                     | Overspent                 |
| CC000259    | DE00005341 | BR24             | S                      | 0          | -                       | -                      | 17.26              | (17.26)                     | Should have been on BR25  |
| CC000352    | DE00018647 | BR24             | tainmen                | PO-5426795 | 6,042.10                | -                      | 6,234.82           | (192.72)                    | Freight Higher than Quote |
| CC000083    | DE00022389 | BR24             | A Inc                  | PO-5427437 | 195.00                  | -                      | 195.48             | (0.48)                      | Overspent                 |
| CC000068    | DE00001354 | BR24             |                        | PO-5354339 | 440.99                  | -                      | 548.84             | (107.85)                    | Overspent                 |
| CC000099    | DE00002079 | BR24             |                        | PO-5421221 | 600.00                  | -                      | 750.00             | (150.00)                    | Overspent                 |
|             |            |                  |                        |            |                         |                        |                    | (2,459.04)                  |                           |

**Not the  
Entire  
POOELS  
Report**

**Ties back to  
debit / credit  
total on JE**

### What's good about this Journal?

- Good use of Description, Memo, and External Reference ID to help reviewers and campus units understand the “why”
- Support for every number and support for purpose of journal
- Does not include more of the report than necessary





# Balance Sheet Ledger Account Reconciliations

- Year-to-date Balance Sheet Reconciliations are due to the Controller's Office quarterly. Due dates are listed below:
  - 1<sup>st</sup> quarter – Friday, October 31, 2025 (July - Sep)
  - 2<sup>nd</sup> quarter – Friday, January 30, 2026 (July - Dec)
  - 3<sup>rd</sup> quarter – Thursday, April 30, 2026 (July - March)
  - 4<sup>th</sup> quarter (YE) – Friday, July 31, 2026 (July - June)
- Please send reconciliations and questions to [auditrequest@gatech.edu](mailto:auditrequest@gatech.edu).



# Reconciling Balance Sheet Ledger Accounts

- The ending balance circled should tie to the balance sheet reconciliation for the ledger account number.

Trial Balance 5 items





| Ledger Account                       | Fund  | Beginning Balance | Debit Amount | Credit Amount | Ending Balance |
|--------------------------------------|---|-------------------|--------------|---------------|----------------|
| 214005:Deposits - Summer Conferences | FD12210 Auxiliary Enterprises - Housing       | (58,597.09)       | 84,437.09    | 75,515.00     | (49,675.00)    |
| 214005:Deposits - Summer Conferences | FD14100 Dept Sales and Services (DSS) - Other | 1,926.16          | 0.00         | 1,000.00      | 926.16         |
| 214005:Deposits - Summer Conferences | FD20000 Restricted - Education and General    | (1,902.00)        | 0.00         | 0.00          | (1,902.00)     |
| 214005:Deposits - Summer Conferences | FD20200 Restricted - Foundation               | (551.41)          | 0.00         | 0.00          | (551.41)       |
| Total                                |   | (59,124.34)       | 84,437.09    | 76,515.00     | (51,202.25)    |

- If there are ending balances that do not belong to your area, please submit a ServiceNow request to the Controller's Office for review. Please highlight the balances that do not belong to your area.

# Reconciling Balance Sheet Ledger Accounts

- For Audit purposes, preparer and reviewer signatures as well as dates are required for all Balance Sheet Ledger Account Reconciliations moving forward.
- For departments with multiple Balance Sheet Ledger Account Reconciliations, cover sheets containing a list of all accounts along with the preparer and reviewer signatures and dates are acceptable.

|  |  |
|--|--|
| <b>Georgia Tech</b>  | <b>Stamps Health Services</b><br>Campus Services |
| Stamps Health Services<br>Balance Sheet Ledger Account Reconciliation<br>214016:Deposits - Tenant<br>July 1, 2024 – September 30, 2024 |  |
| FY25 Tenant Deposit (CY 2012) – Tech Dentistry   | \$ 3,000.00                                      |
| Ending Balance as of September 30, 2024  | \$ 3,000.00                                      |
| Reconciled by:   |  |
|   |  |
| Patrick Roessler<br>Assistant Director, Financial Operations<br>Stamps Health Services   |  |
| Reviewed by:   |  |
|   |  |
| John Scuderi<br>Director, Health Operations<br>Stamps Health Services  |  |
| 740 Ferst Drive<br>Atlanta, GA 30332-0470 USA<br>Phone: 404.894.2587<br>Fax: 404.385.3257  |  |
| A Unit of the University System of Georgia. An Equal Education and Employment Opportunity Institute                                    |  |

# Revenue Categories for Departmental Sales & Services


| Revenue Type                                    | Revenue Category                                      | Ledger Account  |
|---|---|---|
| Revenue from Internal Sources                   | RC471101 - Quasi/Internal Revenue - DSS               | Account 471100: Quasi – Revenue from Interdepartmental Sales and Services |
| Revenue from External Sources                   | RC471111 - Quasi/Internal Rev - Sponsored Grant/Award | Account 471100: Quasi – Revenue from Interdepartmental Sales and Services |
| Revenue from Entities to GT & GT Affiliates *** | RC452590 - DSS - External to GT/GT Affiliate          | Account 452500: Sales-Miscellaneous                                       |

\*\*\* Examples are Sponsorships and Marketplace credit card transactions.

Knowledge Article: [Departmental Sales and Services Funds \(KB0040233\)](#)

# Campus Reporting Dashboard


## Campus Reporting Dashboard



### Reporting Job Aids

Access resources in ServiceNow to help you get the most out of Workday reports. Job aids have been created for various key reports and the Reporting Troubleshooting Guide shares tips for utilizing reporting features such as saving filters.

[View More](#)



### Webinar Links

For an in-depth look at some

### Instructions

There are separate menus for each type of report. Some also have links to important websites and external [workday reports](#). Utilize these lists to access frequently used reports.

Additional reporting information can be found on our [Workday Reports](#) page on the Transformation website. Be sure to subscribe to our newsletter for continuous updates!

Financial & FDM Reports


Sponsored Reports

Procure-to-Pay & Travel Reports

Business Asset Reports

Gift Reports

Facilities & Auxiliary Reports




#### General Financial Management

EBBR - Expense Budgetary Balance Report - GTCR

SEBBR - Summary Expense Budgetary Balance Excluding State Fringe - GTCR

Revenue Budgetary Balance Report - GTCR

[More \(5\)](#)




#### General Operations (Gen Ops) Reports

Gen Ops - All Drivers – Fringe Included – CR

Gen Ops - Institute Funded Drivers – Fringe Excluded - CR

Gen Ops - Unit Funded Drivers – Fringe Included - CR



#### Departmental Sales & Services (DSS) Reports


Departmental Sales and Services Financial Statement - GTCR

Unit Financial Statement - GTCR

[Analysis of Fund Balance by Balancing Unit - GTCR](#)

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Tech.  
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# Federal Government Shutdown

Kim Toatley, Vice President for Finance and Planning and Chief Financial Officer



# Federal Government Shutdown

Fifth week of federal government shutdown, began Oct. 1

Mitigation strategies in effect

- Purchases, contracts, and other significant non-personnel expenditures.
- Non-essential travel.
- New job offers.
- Consulting services.

Applies across Georgia Tech – regardless of funding source

Federal Shutdown Resources webpage: [af.gatech.edu/federal-shutdown](https://af.gatech.edu/federal-shutdown)

